

VEC Disclosures

Portal guide
July 2022



Acknowledgement of Country

We pay respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. We acknowledge their living culture and their role in the life of Victoria.

Disclaimer

The information in this user guide is specific to Victorian funding and disclosure laws and does not consider the laws of other Australian jurisdictions. Victoria's funding and disclosure laws are set out in the *Electoral Act 2002* (the Act).

This information is general in nature and does not consider your individual circumstances. If you are unsure about how the laws apply to you, seek professional advice.

Contact us

The Funding, Disclosure and Parties team is here to support you with your funding and donation obligations. Please get in touch with us if you have questions or concerns.

Phone: 03 8620 1100 or 131 832

Email: disclosures@vec.vic.gov.au

You can also contact us at rppregistration@vec.vic.gov.au with any questions about registered political parties and their agents.

Version control

| Version | Date effective | Approved by | Amendment |
|---------|----------------|--|-----------|
| 1.0 | 19/07/2022 | Director, Electoral Integrity and Regulation | N/A |

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VEC Disclosures

[VEC Disclosures](#) is our purpose-built portal that allows users to disclose political donations and submit required annual returns. Political donations are money, services (including paid labour), loans, guarantees or property (including a loan of assets).

A political donation is any gift made to:

- political parties registered in Victoria
- candidates at a Victorian State election
- a group of Legislative Council (upper house) candidates at a Victorian State election
- an elected member of the Victorian Parliament
- an associated entity operating in Victoria
- a nominated entity of a political party registered in Victoria
- a third-party campaigner operating in Victoria.

This guide explains how to register for [VEC Disclosures](#). It also has instructions on how to make, accept, reject, or link a donation.

Web browser capability

[VEC Disclosures](#) works on multiple web browsers.

You can access VEC Disclosures on a mobile device, however, the best user experience is on your desktop or laptop computer.

Definitions

For an explanation of terms used in this user guide, please visit the [Funding glossary](#) on our website.

More information

For more information on funding and disclosures obligations and additional VEC Disclosures user guides please see our website

[Political donations | Victorian Electoral Commission \(vec.vic.gov.au\)](#)

[VEC Disclosures - RPP functions guide](#)

[VEC Disclosures - Associated entities, third party campaigners functions guide](#)

Registering for VEC Disclosures

Why do I need to register?

Any person or organisation that makes a political donation relating to a state election in Victoria at or above the disclosure threshold (called a donor) must disclose that donation on [VEC Disclosures](#) within 21 days. This includes multiple donations to a single recipient that add up to the threshold amount or more, given in the same financial year.

For the 2022-23 financial year the threshold amount is \$1,080. You must be registered on [VEC Disclosures](#) before you can disclose a donation.

Registering helps us verify the details of donors. A donor must be either an Australian citizen or resident, or a business with a relevant business number. This is usually an Australian Business Number (ABN) or Australian Company Number (ACN).

Transparency of political donations underpins the disclosure obligation within the Act. There are significant penalties for giving false information including your address and contact details. The fine for this offence is [300 penalty units](#) (more than \$54,000). The prison term is two years.

Who needs to register?

Any person who makes or receives political donations in Victoria must create an account on VEC Disclosures.

The registered officer of political parties registered in Victoria is responsible for registering all endorsed candidates, elected members and groups endorsed by the party on VEC Disclosures. They are also responsible for disclosing all donations they receive.

Register as an individual donor

1. On the [VEC Disclosures home page](#) click 'register' from the top right menu.



2. Answer each question and click 'Continue'. Mandatory fields have a red asterisk (*)

Note: if you are not an Australian citizen or Australian resident you will not be able to register.

Register on VEC Disclosures

Welcome

Contact details

Additional details

Review and submit

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

Are you a candidate, elected member or group endorsed by a registered political party? *

No

Are you registering as an individual or on behalf of an organisation? *

Register as an individual

What is your entity type? *
Find out more about VEC disclosures entities

Individual Donor

Are you an Australian citizen or Australian resident? *

Yes

Continue

Already registered? [Sign in](#)

3. Add your contact details and click 'Continue'.

Welcome ✓

Contact details

Additional details

Review and submit

Your contact information

First name *

First name

Last name *

Last name

Phone number (Preferred) *

Include local area code

Phone number (Alternative)

Include local area code

Email address *

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Back

Continue

Already registered? [Sign in](#)

4. Complete the additional details and click 'Continue'.

Welcome ✓Contact details ✓Additional detailsReview and submit

Additional information

Your residential address *
Australian street address only, post office boxes will not be accepted

☐ Enter my residential address manually

Are you a silent elector? *
A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. You will need to enter your address to register on VEC Disclosures, but this information will not be published if we verify you are a silent elector.

Please select

Back

Continue

Already registered? [Sign in](#)

5. Check your details are correct and click 'Submit registration'. Click 'Back' to make any changes.

Welcome ✓Contact details ✓Additional details ✓Review and submit

Please review your information and ensure it is correct before submitting

Contact Details

| | |
|-------------------------------|----------------------------|
| First name | Last name |
| Donor | Example |
| Phone number (Preferred) | Phone number (Alternative) |
| 4555555555 | |
| Email address | |
| ExampleEmail@gmail.com | |

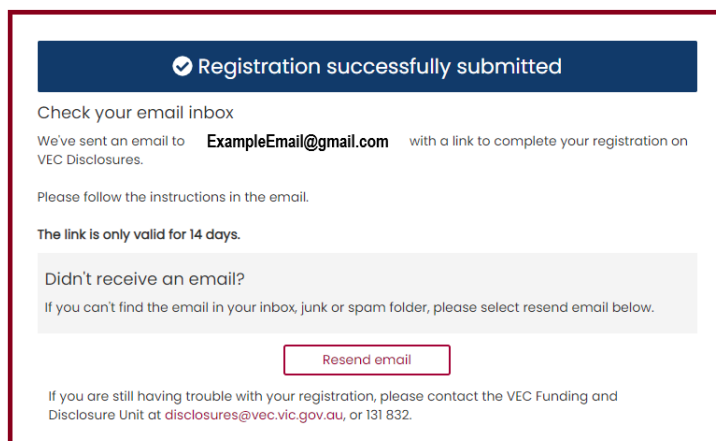
Additional information
Residential address
530 Collins St., 530 Collins street, Melbourne Victoria 3000

Back

Submit registration

Already registered? [Sign in](#)

- You will see confirmation that your registration is successful. Check your email to complete your registration.



- Follow the [Complete your registration instructions to finalise your registration](#).

Register as an independent elected member or independent candidate

- On the [VEC Disclosures home page](#) click 'Register' from the top right menu.



- Answer each question and click 'Continue'. Mandatory fields have a red asterisk (*)

Note: if you are not an Australian citizen or Australian resident you will not be able to register.

Register on VEC Disclosures

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

Are you a candidate, elected member or group endorsed by a registered political party? *

No

Are you registering as an individual or on behalf of an organisation? *

Register as an individual

What is your entity type? *

[Find out more about VEC disclosures entities](#)

Independent Elected Member

Are you an Australian citizen or Australian resident? *

Yes

Continue

3. Add your contact details and click 'Continue'.

Welcome ✓

Contact details

Additional details

Review and submit

Your contact information

First name *

First name

Last name *

Last name

Phone number (Preferred) *

Include local area code

Phone number (Alternative)

Include local area code

Email address *

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Back

Continue

Already registered? [Sign in](#)

4. Complete the additional details and click 'Continue'.

Welcome ✓

Contact details ✓

Additional details

Account details

Review and submit

Additional information

Your residential address *

Australian street address only, post office boxes will not be accepted

Start typing your residential address

☐ Enter my residential address manually

What is your electorate? *

[Find my electorate](#)

Please select

Are you a silent elector? *

A silent elector is someone who has formally registered with the Victorian Electoral Commission to have their address suppressed on the electoral roll. You will need to enter your address to register on VEC Disclosures, but this information will not be published if we verify you are a silent elector.

Please select

Back

Continue

Already registered? [Sign in](#)

5. Enter your state campaign account details and click 'Continue'.

Note: state campaign account details are not required to complete your registration. These details can be update using the [edit organisation details](#) or email us at disclosures@vec.vic.gov.au.

Welcome ✓

Contact details ✓

Organisation details ✓

Account details

Review and submit

State campaign account details ⓘ

State campaign account details are not required to complete registration, however, they must be provided as soon as possible to ensure donations received are compliant with the Electoral Act 2002.

Account name

Account name

BSB

BSB number - 6 digits

Account number

Account number

Back

Continue

Already registered? [Sign in](#)

Independent elected members must also provide their administrative expenditure funding account details.

Administrative expenditure funding account details

Account name

Account name

BSB

BSB number - 6 digits

Account number

Account number

Back

Continue

Already registered? [Sign in](#)

6. Check your details are correct and click 'Submit registration'. Click 'Back' to make any changes.

Welcome ✓ Contact details ✓ Additional details ✓ Account details ✓ Review and submit

Please review your information and ensure it is correct before submitting

Contact Details

First name
Example

Last name
Independant Elected Member

Phone number (Preferred)
4555555555

Phone number (Alternative)

Email address
ExampleEmail@gmail.com

Additional information

Residential address
530 Collins St, Melbourne Victoria

Electorate
Melbourne

Back Submit registration

Already registered? [Sign in](#)

7. You will see confirmation that your registration is successful.
Check your email to complete your registration.

✓ Registration successfully submitted

Check your email inbox

We've sent an email to **ExampleEmail@gmail.com** with a link to complete your registration on VEC Disclosures.

Please follow the instructions in the email.

The link is only valid for 14 days.

Didn't receive an email?

If you can't find the email in your inbox, junk or spam folder, please select resend email below.

Resend email

If you are still having trouble with your registration, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or 131 832.

8. Follow the: [Complete your registration](#) instructions to finalise your registration.

Register as an organisation donor

1. On the [VEC Disclosures home page](#) click 'Register' from the top right menu.



2. Answer each question and click 'Continue'.

If your organisation does not have an ABN or ACN you will not be able to register.

Register on VEC Disclosures

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

Are you a candidate, elected member or group endorsed by a registered political party? *

No

Are you registering as an individual or on behalf of an organisation? *

Register on behalf of an organisation

What is your entity type? *
[Find out more about VEC disclosures entities](#)

Organisation Donor

Does your organisation have a valid Australian Business Number (ABN) or any other relevant business number? *
A relevant business number includes any other number allocated or recognised by the Australian Securities and Investments Commission for the purpose of identifying a business.

Please select

Continue

3. Add your organisation's contact details and click 'Continue'.

Your organisation contact information

First name *

First name

Last name *

Last name

Phone number (Preferred) *

Include local area code

Phone number (Alternative)

Include local area code

Email address *
We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

Email address

Back

Continue

Already registered? [Sign in](#)

- Complete the organisation details and click 'Continue'.

Welcome ✓Contact details ✓Organisation detailsReview and submit

Your organisation details

Organisation name *

Organisation ABN or relevant business number *

Your organisation's address *
Australian street address only, post office boxes will not be accepted

☐ Enter my organisation's address manually

Back

Continue

Already registered? [Sign in](#)

- Check your details are correct and click 'Submit registration'. Click 'Back' to make any changes.

Organisation Donor Registration

Welcome ✓Contact details ✓Organisation details ✓Review and submit

Please review your information and ensure it is correct before submitting

Contact Details

First name
Example

Last name
Org

Phone number (Preferred)
4555555555

Phone number (Alternative)

Email address
ExampleEmail@gmail.com

Organisation details

Organisation name
ExampleOrg

ABN or relevant business number
51 824 753 556

Organisation address
530 Collins street, Melbourne Victoria 3000

Back

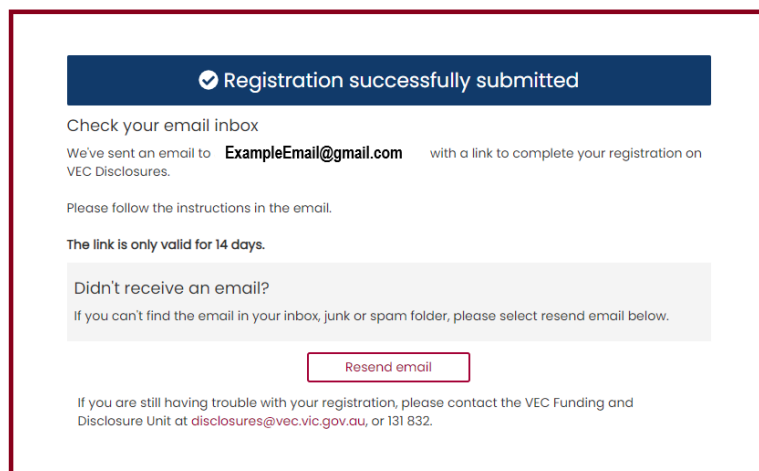
Submit registration

Already registered? [Sign in](#)

VEC Disclosures – Portal guide

10

- You will see confirmation that your registration is successful. Check your email to complete your registration.



- Follow the [Complete your registration](#) instructions to finalise your registration.

Register as an associated entity or third-party campaigner

- On the [VEC Disclosures home page](#) click 'Register' from the top right menu.

- Answer each question and click 'Continue'. Fields with a red asterisk (*) are mandatory.

If your organisation does not have an ABN or ACN you will not be able to register.

Register on VEC Disclosures

Welcome

Contact details

Additional details

Review and submit

How do we collect, manage and disclose your personal information? See our [Privacy statement](#).

Are you a candidate, elected member or group endorsed by a registered political party? *

No

Are you registering as an individual or on behalf of an organisation? *

Register on behalf of an organisation

What is your entity type? *

Find out more about VEC disclosures entities

Associated Entity

Does your organisation have a valid Australian Business Number (ABN) or any other relevant business number? *

A relevant business number includes any other number allocated or recognised by the Australian Securities and Investments Commission for the purpose of identifying a business.

Yes

Continue

3. Add the contact details for your financial controller and click 'Continue'

Welcome ✓Contact detailsOrganisation detailsAccount detailsReview and submit

Your organisation contact information

👤 Your financial controller is your default agent. Once your financial controller's VEC Disclosures registration is complete, they may nominate an agent to act on their behalf, [find out more](#).

Financial Controller Details

First name *

Last name *

Phone number (Preferred) *

Phone number (Alternative)

Email address *

We will send all VEC Disclosures notifications to this email address. An email address can only be registered with one VEC Disclosures account.

BackContinue

Already registered? [Sign in](#)

4. Enter the organisation details for your entity and click 'Continue'.

Welcome ✓Contact details ✓Organisation detailsAccount detailsReview and submit

Your organisation details

Organisation name *

Organisation ABN or relevant business number *

Your organisation's address *

Australian street address only, post office boxes will not be accepted

☐ Enter my organisation's address manually

BackContinue

Already registered? [Sign in](#)

5. Enter your state campaign account details and click 'Continue'.

Note: While state campaign account details are not required to complete your registration, they are required for compliance and funding purposes.

If you do not provide these details when registering you can use the [edit organisation details](#) or email us at disclosures@vec.vic.gov.au.

Welcome ✓

Contact details ✓

Organisation details ✓

Account details

Review and submit

State campaign account details ⓘ

State campaign account details are not required to complete registration, however, they must be provided as soon as possible to ensure donations received are compliant with the Electoral Act 2002.

Account name

Account name

BSB

BSB number - 6 digits

Account number

Account number

Back

Continue

Already registered? [Sign in](#)

Check your details are correct and click 'Submit registration'. Click 'Back' to make any changes.

Welcome ✓

Contact details ✓

Organisation details ✓

Account details ✓

Review and submit

Please review your information and ensure it is correct before submitting

Financial Controller details

First name

Example

Last name

FC

Phone number (Preferred)

4555555555

Phone number (Alternative)

Email address

ExampleEmail@gmail.com

Organisation details

Organisation name

ExampleOrg

ABN or relevant business number

51 824 753 556

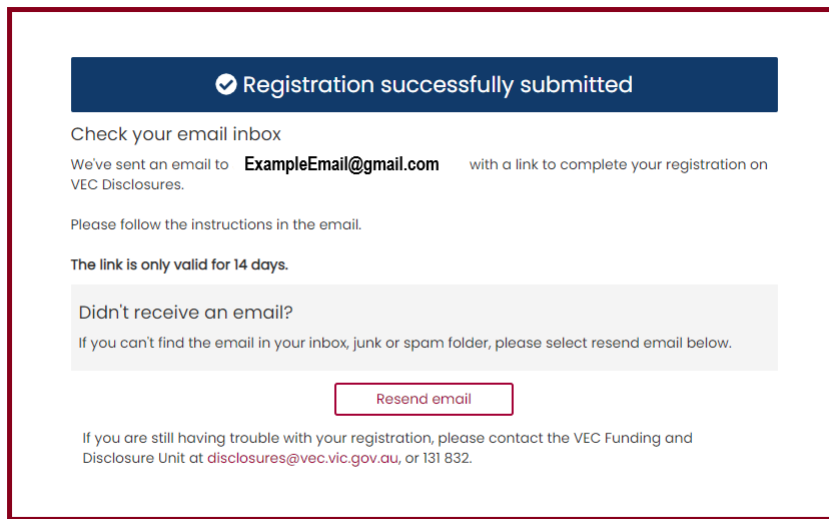
Organisation address

530 Collins St., 530 Collins street, Melbourne Victoria 3000

Back

Submit registration

6. You will see confirmation that your registration has been submitted. Check your email to complete your registration.



7. Finalise your registration with the steps below.

Complete your registration – all users

1. After successfully registering you will receive a confirmation email with a link to complete your registration. Click the link to set up your password.

Note: This link will expire in 14 days.

Your registration on VEC Disclosures is almost complete.

Please click the following link to [complete your registration](#).

The link is only valid for 14 days.

Please note, only you can use this registration link; it must not be given to another person.

To learn more about your funding and disclosure obligations, visit the VEC website.

If you have received this email in error, or have any queries as to why you are receiving this email, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au or on 131 832.

2. Choose a password and click 'Complete registration'.

Your password must be at least 8 characters and include at least 3 of the following: Uppercase characters, lowercase characters, numbers, and special characters (!@#\$\$%^&*).

Complete your VEC Disclosures registration

Email *

Your email will be your username

Prefilled ExampleEmail@gmail.com

Create your password *

Your password must:

- be a minimum of 8 characters
- include at least three of the following:
 - uppercase characters
 - lowercase characters
 - numbers
 - special characters (e.g. !@#\$\$%^&*)

Confirm your password *

Complete registration

Edit user details – all users

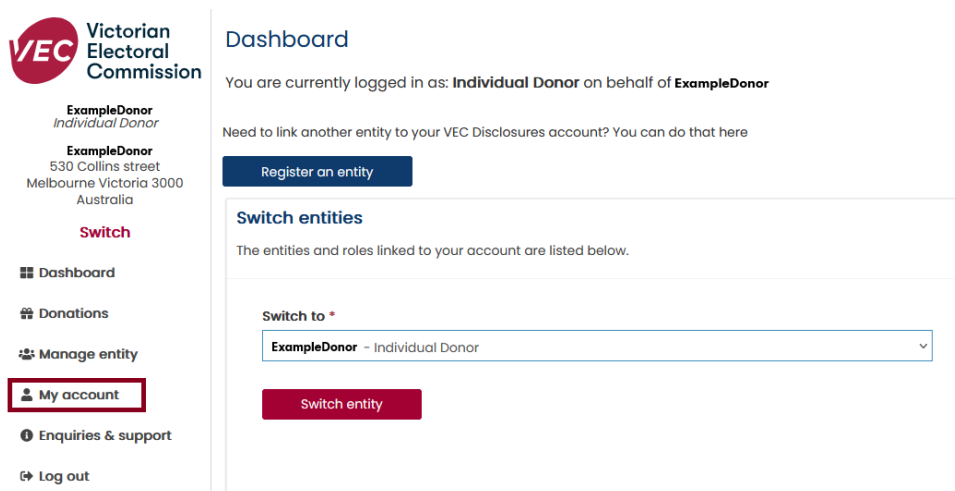
Why would I want to edit my details?

As a donor or recipient, you must make sure your contact details are always up to date. If you give false or misleading information when disclosing a donation, you may be fined or imprisoned or both. This includes your address and other contact details.

The fine for this offence is [300 penalty units](#) (currently more than \$54,000). The prison term is 2 years.

1. On the [VEC Disclosures home page](#) select 'sign in' from the top menu.
2. Sign in with your email and password.

- From the dashboard select 'My account' from the left-hand menu.



VEC Victorian Electoral Commission

ExampleDonor
Individual Donor

ExampleDonor
530 Collins street
Melbourne Victoria 3000
Australia

Switch

- Dashboard
- Donations
- Manage entity
- My account**
- Enquiries & support
- Log out

Dashboard

You are currently logged in as: **Individual Donor** on behalf of **ExampleDonor**

Need to link another entity to your VEC Disclosures account? You can do that here

Register an entity

Switch entities

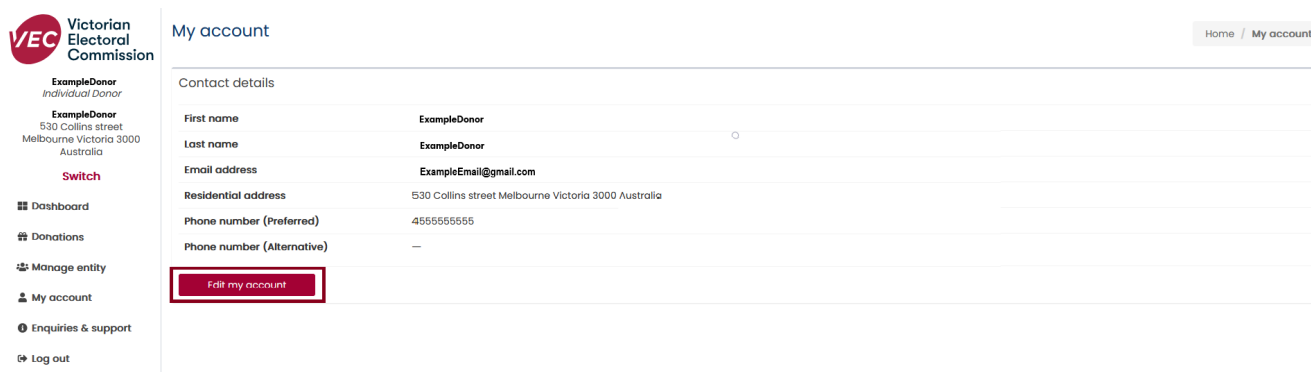
The entities and roles linked to your account are listed below.

Switch to *

ExampleDonor - Individual Donor

Switch entity

- Click 'Edit my account'.



VEC Victorian Electoral Commission

ExampleDonor
Individual Donor

ExampleDonor
530 Collins street
Melbourne Victoria 3000
Australia

Switch

- Dashboard
- Donations
- Manage entity
- My account**
- Enquiries & support
- Log out

My account

Home / My account

Contact details

| | |
|----------------------------|--|
| First name | ExampleDonor |
| Last name | ExampleDonor |
| Email address | ExampleEmail@gmail.com |
| Residential address | 530 Collins street Melbourne Victoria 3000 Australia |
| Phone number (Preferred) | 455555555 |
| Phone number (Alternative) | — |

Edit my account

- Select the fields you want to edit.

Note: your first name, last name, and email address cannot be changed.

To change these details please contact us at disclosures@vec.vic.gov.au.

- The system will confirm when your details are saved.



Edit account confirmation

Home / My account / Edit my account / Edit account confirmation

Your details have been successfully updated


You have successfully updated your account information.

Back to my account

Edit organisation entity details

Organisation details can only be edited by the financial controller, registered officer/agent, or deputy registered officer/agent for the entity.

1. On the [VEC Disclosures home page](#) click 'sign in' from the top menu.
2. Sign in with your email and password.
3. From the dashboard click 'Manage entity' on the left-hand menu.



Victorian Electoral Commission

ExampleORG
Organisation Donor

ExampleORG
Thompsons Rd Bulleen
Victoria 3105 Australia

Switch

- Dashboard
- Donations
- Manage entity**
- My account
- Enquiries & support
- Log out

Dashboard

You are currently logged in as: **Organisation Donor** on behalf of **ExampleORG**

Need to link another entity to your VEC Disclosures account? You can do that here

Register an entity

Switch entities

The entities and roles linked to your account are listed below.

Switch to *

ExampleORG - Organisation Donor


Switch entity

4. Click 'Edit' to make changes to the organisation entity information. (All entity types can be edited).


Manage Organisation Donor details

Home / Manage entity

Search

| | Name | Role | Contact number | Email | Electorate | Silent elector | Action |
|---|------------|--------------------|----------------|------------------------|------------|----------------|--|
| + | ExampleOrg | Organisation Donor | | ExampleEmail@gmail.com | | |  Edit |


Showing 1 to 1 of 1 rows

Click the plus button () to expand the address details.

Manage Organisation Donor details

Home / Manage entity

Search

| | Name | Role | Contact number | Email | Electorate | Silent elector | Action |
|--|------------|--------------------|----------------|------------------------|------------|----------------|--|
| - | ExampleOrg | Organisation Donor | | ExampleEmail@gmail.com | | |  Edit |
| <p>Address</p> <p>530 Collins street Melbourne Victoria 3000 Australia</p> | | | | | | | |

Showing 1 to 1 of 1 rows

Disclose a donation – donors

1. On the [VEC Disclosures home page](#) click 'sign in' from the top menu.
2. Sign in with your email and password.
3. On the dashboard click 'Donations' on the left-hand menu.

The screenshot shows the VEC Dashboard interface. On the left, the sidebar contains the VEC logo, user information for 'ExampleDonor', and a menu with 'Dashboard', 'Donations' (highlighted with a red box), 'Manage entity', 'My account', 'Enquiries & support', and 'Log out'. The main content area is titled 'Dashboard' and shows the user is logged in as 'Individual Donor'. It includes a 'Register an entity' button and a 'Switch entities' section with a dropdown menu currently set to 'ExampleDonor - Individual Donor' and a 'Switch entity' button.

4. Click 'Disclose a donation'.

The screenshot shows the 'Donations' page. At the top, there's a breadcrumb 'Home / Donations'. Below it, a message states: 'The following political donations have been associated with d3don4 inv.' followed by instructions on how to disclose, confirm, or link a donation. A 'Learn more about donations' link is provided. A 'Filter donations' section allows filtering by 'Financial Year' (set to '2021 - 2022') and 'Status'. An 'Apply filters' button is next to the status dropdown. Below the filters is a search bar and two buttons: 'Disclose a donation' and 'Link a donation'. A table with columns: Ref, Date Modified, Donor, Recipient, Date Donation Made, Date Donation Received, Added By, Status, Type, and Amount is shown. A message below the table states: 'There are no donations to display for the selected financial year.'

5. Enter the details of the donation. You must complete the following fields:

- recipient (search by clicking the magnifying glass — if you cannot find the recipient see [recipient is not in the list](#))
- date donation was made
- donation type
- donation amount.

Disclose a donation

Home / Donations / Disclose a donation

IMPORTANT: In accordance with Part 12 of the *Electoral Act 2002*, donations must not exceed the general cap of from any one donor to any one recipient within the election period. For the purpose of the general cap, a registered political party, its endorsed candidates, elected members and its nominated entity, are all considered one recipient. Penalties may apply for non-compliance and any amounts over the general cap may be forfeited to the State.

Recipient *

Tap or click on the magnifying glass to search for registered recipients

☐ I can't find the recipient in this list

Donor *

Donor Inv

Date the donation was made *

dd/mm/yyyy

Donation Type *

Please select

Amount *

\$

Description

Supporting Document

No file selected.

After selecting Submit Disclosure we will advise the recipient of the donation disclosure using the details provided by you. The donation will remain unreconciled until the recipient confirms the donation disclosure.

If you are disclosing a donation of anything other than money, you must provide some evidence of the value of that donation. For example, if you gave a new laptop as a donation, evidence of the fair market price is required. Click 'Supporting document' to add this evidence.

6. Once you have entered all fields, click 'submit disclosure'.
7. Check your donation details are correct and submit donation. Click 'Back' to make any changes.
8. You will see confirmation that your donation has been disclosed.
9. We will email the recipient to tell them you have disclosed their donation. They can either [confirm](#) or [reject](#) the disclosure.

We will let you know by email if they reject your disclosure.

Recipient is not in the list

If you cannot find a recipient in the list it means they have not yet created a VEC Disclosures account. You will need their contact details to finish disclosing your donation to them.

- 1. Check the ‘I can’t find the recipient in this list’ box.

Recipient *

Q

Tap or click on the magnifying glass to search for registered recipients

☐ I can't find the recipient in this list

- 2. Complete all new fields that appear. These fields are all mandatory.

☒ I can't find the recipient in this list

Did you donate to an organisation or an individual person? *

Individual

Recipient Contact Information

First Name *

Last Name *

Email *

Phone number (include local area code) *

Date the donation was made *

dd/mm/yyyy

Donation Type *

Please select

Amount *

\$

- 3. Click ‘Submit disclosure’.

After selecting Submit Disclosure we will advise the recipient of the donation disclosure using the details provided by you. The donation will remain unreconciled until the recipient confirms the donation disclosure.

Cancel

Submit Disclosure

- 4. Click ‘OK’ to confirm your donation details or ‘cancel’ to make any changes.

Confirm donation

This donation meets or exceeds the disclosure threshold (\$ 10xx).

This disclosure will be published on VEC Disclosures within 7 days from the date the VEC received the disclosure return.

Select OK to submit this disclosure return or Cancel to go back.

[1.3] [2.3] [3.3]

Cancel

Ok

5. We will email you confirmation that your donation disclosure was submitted. The other party will now [confirm](#) or [reject](#) your disclosure.

Donation Disclosure Confirmation

[Home](#) / [Donations](#) / [Donation Disclosure Confirmation](#)

You have successfully submitted a donation disclosure

You have successfully submitted a donation disclosure to the recipient **ExampleRPP**

We will advise **ExampleRPP** of the donation disclosure using the details provided by you. The donation will remain unreconciled until the recipient confirms the donation disclosure.

[Back to donations](#)

Disclose a donation – recipients

1. On the [VEC Disclosures home page](#) click 'Sign in' from the top menu and enter your email and password.
2. On the dashboard click 'Donations' on the left-hand menu.



ExampleRO
Registered Officer

ExampleRPP
Forest Run Melbourne
Victoria 3000 Australia

[Switch](#)

[Dashboard](#)

[Donations](#)

[Annual returns](#)

[Manage entity](#)

[My account](#)

[Enquiries & support](#)

[Log out](#)

Dashboard

You are currently logged in as: **Registered Officer** on behalf of **ExampleRPP**

Need to link another entity to your VEC Disclosures account? You can do that here

[Register an entity](#)

Switch entities

The entities and roles linked to your account are listed below.

Switch to *

Select your entity

[Switch entity](#)

3. Click 'Disclose a donation'.

Donations

[Home](#) / [Donations](#)

The following political donations have been associated with Donor Inv .

- To disclose a political donation, select Disclose a donation.
- Donations requiring an action from you are displayed with an action button. To confirm or reject a donation, please select Action and the appropriate action (confirm or reject). A new window will open allowing you to review the donation details before confirming or rejecting.
- If you have received a donation association token, select Link a donation.

[Learn more about donations](#)

Filter donations

Financial Year

All donations after 1 July 2020

Reconciliation status

All

[Apply filters](#)

[View donation disclosures prior to 30 June 2020](#)

Click on column headings to change the sort order

Search

[Disclose a donation](#)

[Link a donation](#)

| Ref ↓ | Date Modified | Donor | Recipient | Date Donation Made | Date Donation Received | Added By | Status | Type | Amount |
|-------|---------------|-------|-----------|--------------------|------------------------|----------|--------|------|--------|
|-------|---------------|-------|-----------|--------------------|------------------------|----------|--------|------|--------|

There are no donations to display for the selected financial year.

4. If you are disclosing a donation you have received, select 'Received' from the dropdown menu.

Disclose a donation

Home / Donations / Disclose a donation

IMPORTANT: In accordance with Part 12 of the *Election Act 2002*, donations must not exceed the general cap of 4,210.00 from any one donor to any one recipient within the election period. For the purpose of the general cap, a registered political party, its endorsed candidates, elected members and its nominated entity, are all considered one recipient. Penalties may apply for non-compliance and any amounts over the general cap may be forfeited to the State.

Are you disclosing a political donation made or received? *

Please select

Please select

Made

Received

5. Enter the details of the donation received. You must complete the following mandatory fields:

- donor (click the magnifying glass to search for registered donors — if you cannot find the donor see [donor is not in the list](#))
- recipient
- date donation was received
- donation type
- donation amount

Donor *

Q

Tap or click on the magnifying glass to search for registered donors

☐ I can't find the donor in this list

Recipient *

Please select

Date the donation was received *

dd/mm/yyyy

Donation Type *

Please select

Amount *

\$

6. If you are disclosing a donation that you made to another recipient, select 'Made' from the dropdown. You must complete the following mandatory fields:

- donor
- recipient (search by clicking the magnifying glass — if you cannot find the recipient see [recipient is not in the list](#))
- donation date
- donation type
- donation amount.

Are you disclosing a political donation made or received? *

Made

Donor *

Please select

Recipient *



Tap or click on the magnifying glass to search for registered recipients

☐ I can't find the recipient in this list

Date the donation was made *

dd/mm/yyyy



Donation Type *

Please select

Amount *

\$

Description

Supporting Document

Browse...

No file selected.

After selecting Submit Disclosure we will advise the recipient of the donation disclosure using the details provided by you. The donation will remain unreconciled until the recipient confirms the donation disclosure.

Cancel

Submit Disclosure

7. Complete all fields, click 'Submit disclosure' then 'OK' to confirm the donation.

8. You will see confirmation that your disclosure was successful.

Donation Disclosure Confirmation

Home / Donations / Donation Disclosure Confirmation

You have successfully submitted a donation disclosure

You have successfully submitted a donation disclosure to the **ExampleDonor**

We will advise **ExampleDonor** of the donation disclosure using the details provided by you. The donation will remain unreconciled until the donor confirms the donation disclosure.

Back to donations

Donor is not in the list

If you cannot find a donor in the list it means they have not yet created a VEC Disclosures account. You will need their contact details to finish disclosing your donation from them.

1. Check the 'I can't find the donor in this list' box.

☒ I can't find the donor in this list

2. Select the donor type.

☒ I can't find the donor in this list

Did you receive a donation from an organisation or an individual person? *

Please select

Please select

Individual

Organisation

Phone number (include local area code) *

3. For individual donors add their contact information. All these fields are mandatory.

Donor Contact Information

First Name *

Last Name *

Email *

Phone number (include local area code) *

4. For organisation donors enter organisation details and donor contact information. Fields with a red asterisk (*) are mandatory.

Donor Organisation details

Organisation Name *

Organisation ABN/ACN (if known)

Donor Contact Information

First Name *

Last Name *

Email *

Phone number (include local area code) *

5. Enter the details of the donation. You must complete the following mandatory fields:

- date the donation was received
- donation type
- donation amount

Date the donation was received *

Donation Type *

Amount *

Description

Supporting Document

No file selected.

After selecting Submit Disclosure we will advise the donor of the donation disclosure using the details provided by you. The donation will remain unreconciled until the donor confirms the donation disclosure.

Cancel

Submit Disclosure

6. Click 'submit disclosure' when you have completed all fields.

7. Confirm your donation details. Click 'OK' to confirm or 'back' to make changes.

Confirm donation

This donation meets or exceeds the disclosure threshold (\$ **10xx**).

This disclosure will be published on VEC Disclosures within 7 days from the date the VEC received the disclosure return.

Select OK to submit this disclosure return or Cancel to go back.

[1.3] [2.3] [3.3]

✕ Cancel

✓ Ok

You will see confirmation that your donation was successfully disclosed. The donation has now been processed on VEC Disclosures and the donor or recipient will need to [confirm](#) or [reject](#) the donation.

Donation Disclosure Confirmation

Home / Donations / Donation Disclosure Confirmation

You have successfully submitted a donation disclosure

You have successfully submitted a donation disclosure to the **ExampleDonor**

We will advise **ExampleDonor** of the donation disclosure using the details provided by you. The donation will remain unreconciled until the donor confirms the donation disclosure.

Back to donations

Confirming a donation disclosure

Why do I need to confirm a donation disclosure?

Any donation made that meets or exceeds the donation disclosure threshold must be disclosed by both the donor and the recipient of the donation within 21 days of the transaction.

A donor must also disclose multiple donations to a single recipient that add up to \$1,080 or more, given in the same financial year.

For the 2022–23 financial year the donation disclosure threshold is \$1,080.

Recipients must notify the donor that they need to disclose their donations if the total amount they pay to you meets or exceeds the disclosure threshold in a financial year.

Political donations under the disclosure threshold do not need to be disclosed to us.

Note: This process is for confirming a donation that has been disclosed by the recipient.

For new donations see [Disclosing a donation](#).

To reject a donation see [Rejecting a donation disclosure](#).

Confirming a donation disclosure

1. We will email you when a new donation to your entity has been disclosed. Click the 'Login' link in the email to open [VEC Disclosures](#).
2. Sign in with your email and password.
3. On the dashboard click 'Donations' on the left-hand menu.



ExampleDonor
Individual Donor

ExampleDonor
530 Collins street
Melbourne Victoria 3000
Australia

Switch

Dashboard

Donations

Manage entity

My account

Enquiries & support

Log out

Dashboard

You are currently logged in as: **Individual Donor** on behalf of **ExampleDonor**

Need to link another entity to your VEC Disclosures account? You can do that here

Register an entity

Switch entities

The entities and roles linked to your account are listed below.

Switch to *

ExampleDonor - Individual Donor

Switch entity

4. Review the donation details. If the donation details are incorrect see [Rejecting a donation disclosure](#).

5. If the details are correct, click 'Action' next to the donation and then 'Confirm'.

| Ref ↓ | Date Modified | Donor | Recipient | Date Donation Made | Date Donation Received | Added By | Status | Type | Amount | |
|----------|---------------------|--------------|------------|--------------------|------------------------|-----------|------------------------|-------|------------|--|
| DON13267 | 20/05/2022 10:32 AM | ExampleDonor | ExampleRPP | | 08/05/2022 | Recipient | Donor Unreconciled | Money | \$ 10xx.00 | <div>Action → Confirm Reject</div> |
| DON13264 | 19/05/2022 5:32 PM | ExampleDonor | ExampleRPP | 01/05/2022 | | Donor | Recipient Unreconciled | Money | \$ 10xx.00 | |

6. Confirm the details of the donation are correct and enter the date the donation was received. Click 'Confirm donation'.

| | |
|--|------------------------------|
| Recipient ExampleRPP | Donor ExampleDonor |
| Date the donation was received 04/05/2022 | Donation Type Money |
| Amount * \$10xx.00 | |
| Description | |

Date the donation was made *
dd/mm/yyyy

BackConfirm Donation

7. Click 'OK' to confirm the donation disclosure.

8. A message will appear to say you have successfully confirmed the donation disclosure.

9. We will email the recipient to tell them you have accepted their donation disclosure. The donation will now also appear on the public donation display if it meets publication requirements.

Rejecting a donation disclosure

Why would I need to reject a disclosed donation?

You should reject a donation disclosure if the details are incorrect.

We will email the other party to tell them you have rejected their disclosure.

On the [VEC Disclosures home page](#) click 'Sign in' from the top menu.

1. Sign in with your email and password.
2. From the dashboard, click 'donations' on the left-hand menu.

Dashboard

You are currently logged in as: **Individual Donor** on behalf of **ExampleDonor**

Need to link another entity to your VEC Disclosures account? You can do that here

[Register an entity](#)

Switch entities

The entities and roles linked to your account are listed below.

Switch to *

ExampleDonor - Individual Donor

[Switch entity](#)

3. Review the donation details.

4. If the donation details are incorrect click 'Action' then 'Reject'.

Donations

[Home](#) / [Donations](#)

The following political donations have been associated with Donor Inv.

* To disclose a political donation, select [Disclose a donation](#).
- Donations requiring an action from you are displayed with an action button. To confirm or reject a donation, please select [Action](#) and the appropriate action (confirm or reject). A new window will open allowing you to review the donation details before confirming or rejecting.
- If you have received a donation association token, select [Link a donation](#).

[Learn more about donations](#)

Filter donations

Financial Year: [All donations after 1 July 2020](#)
Reconciliation status: [All](#)

[Apply filters](#)

[View donation disclosures prior to 30 June 2020](#)

Click on column headings to change the sort order

Search

[Disclose a donation](#)

[Link a donation](#)

| Ref ↓ | Date Modified | Donor | Recipient | Date Donation Made | Date Donation Received | Added By | Status | Type | Amount | Action → |
|----------|---------------------|--------------|------------|--------------------|------------------------|-----------|--------------------|-------|-----------|---|
| DON13269 | 20/05/2020 12:36 PM | ExampleDonor | ExampleRPP | | 04/05/2020 | Recipient | Donor Unreconciled | Money | \$ 10x.00 | Confirm Reject |
| DON13268 | 28/05/2020 12:38 AM | ExampleDonor | ExampleRPP | | 11/05/2020 | Recipient | Donor Unreconciled | Money | \$ 10x.00 | |

5. Choose the reason from the dropdown list. This field is mandatory.

Rejection reason *

Please select

- Please select
- The donation amount is incorrect
- The donation details are incorrect
- I did not make this donation
- The donation has already been disclosed
- This donation was returned to me
- Other

6. If you selected 'Other' you must write the details in the new field that appears called 'Rejection reason – other'. This is a mandatory field. You must tell us why you rejected the donation.

| | |
|--------------------------------|---------------------|
| Recipient | Donor |
| ExampleRPP | ExampleDonor |
| Date the donation was received | Donation Type |
| 04/05/202x | Money |
| Amount * | |
| \$10xx.00 | |
| Description | |

Date the donation was made *

dd/mm/yyyy

Back

Confirm Donation

7. Click 'Reject donation'.

| | |
|--------------------------------|---------------------|
| Recipient | Donor |
| ExampleRPP | ExampleDonor |
| Date the donation was received | Donation Type |
| 04/05/202x | Money |
| Amount * | |
| \$ 10xx.00 | |
| Description | |

Rejection reason *

Other

Rejection reason – Other *

Back

Reject Donation

8. A message will appear to confirm your rejection has been sent to us for verification.

Reject Donation Confirmation

Home / Donations / Reject Donation Confirmation

Your donation rejection request has been forwarded to the VEC

Your request to reject the donation has been forwarded to the VEC for review. We will notify the recipient **ExampleRPP** that you have rejected the details of the donation disclosure.

The donation will remain unreconciled while the funding and disclosure unit review the circumstances of the donation disclosures. The VEC Funding and Disclosure Unit may contact you and the recipient for additional information.

Back to donations

We will email the other party to tell them you have rejected their disclosure.

Linking a donation

Sometimes users cannot find the right entity in the list of registered recipients or donors. When this happens, you can tell us which donor or recipient isn't displaying and we will contact them using the details you provide.

If they have an account on VEC Disclosures, they use the token ID we send to link your disclosure to their account. This is done on the 'link a donation' page.

If they don't have a VEC Disclosures account, we ask them to create one. They can then link your disclosure to their account on the 'link a donation' page with the token ID we sent them.

Link a donation to your registered entity

1. Click the link in the email to open [VEC Disclosures](#).
2. Sign in with your email and password
3. Click 'Donations' from left hand menu.

The screenshot shows the VEC Disclosures dashboard. On the left, the sidebar contains the VEC logo, user information for 'ExampleDonor', and a list of menu items: Dashboard, Donations (highlighted with a red box), Manage entity, My account, Enquiries & support, and Log out. The main content area is titled 'Dashboard' and shows the user is logged in as 'Individual Donor'. It includes a 'Register an entity' button and a 'Switch entities' section. The 'Switch entities' section contains a dropdown menu labeled 'Switch to *' with 'ExampleDonor - Individual Donor' selected, and a 'Switch entity' button below it.

4. Click 'link a donation' in the right corner.

The screenshot shows the 'Donations' page. At the top, there's a breadcrumb trail 'Home / Donations'. Below it, a message states: 'The following political donations have been associated with Donor inv.' followed by three bullet points explaining actions for disclosing, confirming/rejecting, and linking donations. A 'Learn more about donations' button is present. The 'Filter donations' section includes dropdowns for 'Financial Year' (set to 'All donations after 1 July 2020') and 'Reconciliation status' (set to 'All'), with an 'Apply filters' button. Below the filters, there's a link to 'View donation disclosures prior to 30 June 2020' and a note about clicking column headings to change the sort order. At the bottom right, there's a search bar and two buttons: 'Disclose a donation' and 'Link a donation' (highlighted with a red box).

5. Enter the token ID we sent you and click ‘Search’.

[Register on VEC Disclosures](#)

Already registered? To link the donation to your account, please sign in to VEC Disclosures and enter the following token ID: **vtfr8761UV**

[Sign in and link donation](#)

[Link a donation](#)

If you have received an email from VEC Disclosures notifying you of an unlinked donation disclosure, enter the token ID code and select Search.

vtfr8761UV

Search

6. Confirm the donation details are correct based on your financial records.

7. Select the entity you would like to link this donation to (you may have multiple entities registered to your account).

vtfr8761UV

Search

Donation details

RPP has disclosed a donation to you. Please confirm the donation details below and select the donor entity linked to this donation. Once confirmed, select Link Donation. The donations disclosures can be confirmed or rejected via the donations page.

| | |
|---------------------------------------|------------------------------|
| Donor | Recipient |
| ExampleUnknownDonor | ExampleRPP |
| Date the donation was received | Donation Type |
| 04/05/2022 | Money |
| Amount | Donation Reference No |
| \$10xx | DN13269 |
| Description | |

Please select the donor entity you would like to link this donation to *

If your entity is not displayed in this list, it may not be a valid entity for this donation disclosure. For further information, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or on 131 832.

ExampleDonor - Individual Donor

Link Donation

8. Select ‘Link donation’.

Please select the donor entity you would like to link this donation to *

If your entity is not displayed in this list, it may not be a valid entity for this donation disclosure. For further information, please contact the VEC Funding and Disclosure Unit at disclosures@vec.vic.gov.au, or on 131 832.

Donor Inv - Individual Donor

9. A message will appear confirming you have successfully linked a disclosed donation.

[Donation successfully linked](#)

Home / Link a donation / Donation successfully linked

You have successfully linked a donation disclosure

The disclosed donation was successfully linked to your selected entity. It will now appear as an unreconciled donation on your donations page. You may still be required to confirm or reject this donation disclosure.

You can confirm or reject the donation disclosure via the donations page.

Back to donations

Note: donations may take up to an hour to be displayed on your account.

10. When it has been linked to your account it you need to review the details and [confirm](#) or [reject](#) the donation.

Entity profiles

You can have more than one entity registered to your account.

For example, organisation donors can also register as an individual donor. You can then switch between entities on your VEC Disclosures dashboard.

For example:

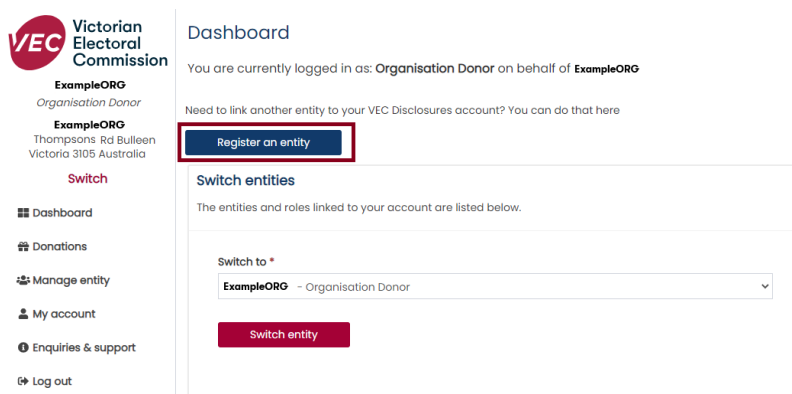
John is a business owner and has registered his business as an organisation donor so he can disclose the donations his business makes, so that he follows funding and disclosure law.

John decides to make a personal donation, separate from his business. He must also register as an individual donor to disclose these donations.

John can use the same email and password he uses for his organisational donor account to set up his individual donor account. He can then switch between these entities on his VEC Disclosures dashboard.

Create a new entity profile

1. Sign in with the account you are wanting to create the new donor entity with
2. Sign in with your email and password.
3. Click 'Register an entity' on the dashboard



4. Complete the registration process for the new entity type to be registered:

[Register as an Individual donor](#)

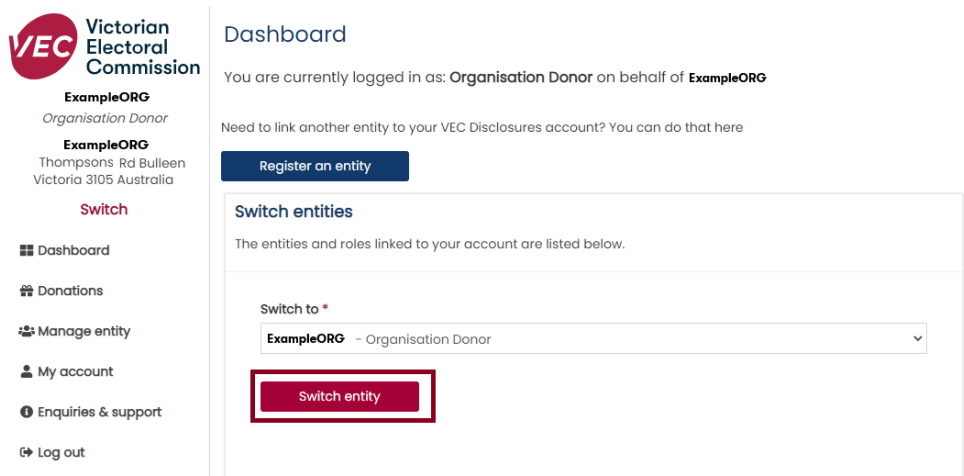
[Register as an independent elected member or candidate](#)

[Register as an organisation donor](#)

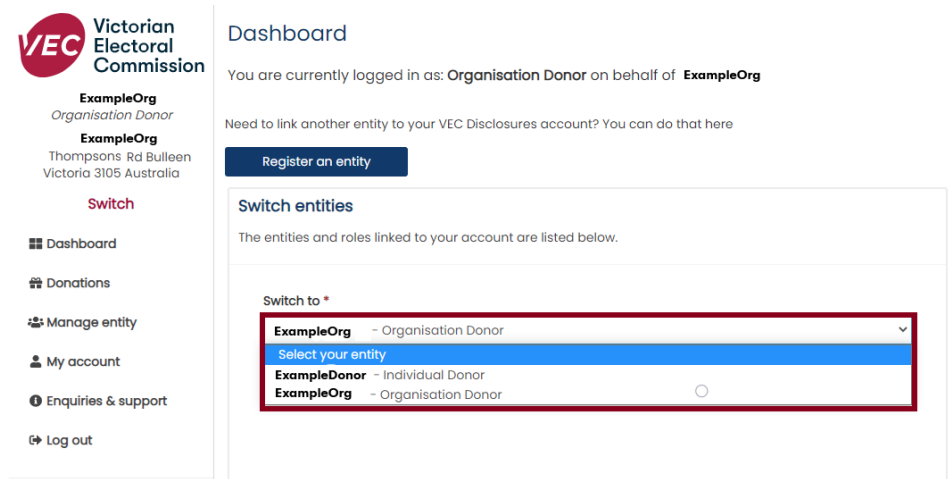
[Register as an associated entity and third-party campaigner](#)

Switch entity

- 1. Sign in to [VEC Disclosures](#) and click ‘Switch entity’ on the dashboard.



- 2. Select the entity that you wish to view.



- 3. Your view will change to the entity selected. Any political donations disclosed will now be associated with this account. You can also update details and complete other tasks for this entity.

