

# VEC Disclosures

Portal guide  
June 2024



## **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 (Vic)* (Electoral 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

We are 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](mailto:disclosures@vec.vic.gov.au)

You can also contact us at [rppregistration@vec.vic.gov.au](mailto: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 July 2022	Director, electoral integrity and regulation	First version
1.1	27 May 2024	Principal advisor, data and projects	<ul style="list-style-type: none"><li>• Indexation update to disclosure threshold.</li><li>• Name change to Funding, Disclosure and Registration.</li><li>• Penalty units removed.</li><li>• Changed abbreviation of <i>Electoral Act 2002 (Vic)</i> (Electoral Act).</li></ul>
1.2	24 June 2024	Principal advisor, data and projects	<ul style="list-style-type: none"><li>• Disclosure threshold update</li><li>• Updated screenshots</li></ul>

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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 2024-25 financial year the threshold amount is \$1,210 (\$1,170 in FY 2023-24). 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 Electoral Act. There are significant penalties for giving false information, including your address and contact details. Penalties include fines and prison terms.

## 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? \***

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

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

**Are you an Australian citizen or Australian resident? \***

[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 \***

**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.

[Back](#)

[Continue](#)

Already registered? [Sign in](#)

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

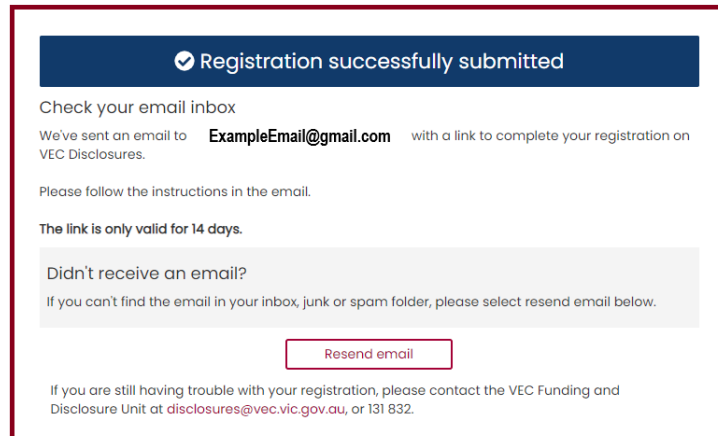
The screenshot shows a progress bar at the top with four steps: 'Welcome' (checked), 'Contact details' (checked), 'Additional details' (active), and 'Review and submit'. Below the progress bar is a red-bordered box containing the 'Additional information' section. This section includes a required field for 'Your residential address' with a text input field containing the placeholder 'Start typing your residential address'. There is an unchecked checkbox for 'Enter my residential address manually'. Below that is a required field for 'Are you a silent elector?' with a dropdown menu currently set to 'Please select'. At the bottom of the red-bordered box are 'Back' and 'Continue' buttons. Below the box, centered, is the text 'Already registered? Sign in'.

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

The screenshot shows a progress bar at the top with four steps: 'Welcome' (checked), 'Contact details' (checked), 'Additional details' (checked), and 'Review and submit' (active). Below the progress bar is a red-bordered box containing the 'Please review your information and ensure it is correct before submitting' section. This section is divided into two parts: 'Contact Details' and 'Additional information'. The 'Contact Details' part shows fields for 'First name' (Donor), 'Last name' (Example), 'Phone number (Preferred)' (455555555), and 'Phone number (Alternative)'. The 'Email address' field shows 'ExampleEmail@gmail.com'. The 'Additional information' part shows the 'Residential address' field with the value '530 Collins St, 530 Collins street, Melbourne Victoria 3000'. At the bottom of the red-bordered box are 'Back' and 'Submit registration' buttons. Below the box, centered, is the text '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 \***

**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.

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

Enter my residential address manually

**What is your electorate? \***  
[Find my electorate](#)

**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.

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](mailto: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**

  
**BSB**  **Account number**

Already registered? [Sign in](#)

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

### Administrative expenditure funding account details

**Account name**

  
**BSB**  **Account number**

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**

<b>First name</b> Example	<b>Last name</b> Independant Elected Member
<b>Phone number (Preferred)</b> 4555555555	<b>Phone number (Alternative)</b>
<b>Email address</b> 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](mailto: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

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](#)

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'.

Welcome ✓   Contact details   Organisation details   Review and submit

**Your organisation contact information**

**First name \***

First name

**Last name \***

Last name

**Phone number (Preferred) \***      **Phone number (Alternative)**

Include local area code      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 organisation details and click 'Continue'.

Welcome ✓ Contact details ✓ **Organisation details** Review 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](#)

5. 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 <b>Example</b>	Last name <b>Org</b>
Phone number (Preferred) 4555555555	Phone number (Alternative)
Email address <b>ExampleEmail@gmail.com</b>	

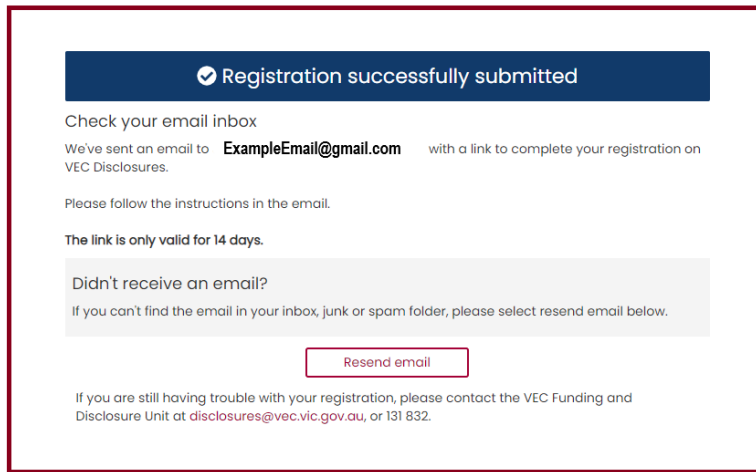
#### Organisation details

Organisation name <b>ExampleOrg</b>	ABN or relevant business number 51 824 753 556
Organisation address 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 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 details Organisation details Account details Review 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.

Already registered? [Sign in](#)

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

Welcome ✓ Contact details ✓ Organisation details Account details Review 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

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](mailto: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**

**BSB**  **Account number**

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**

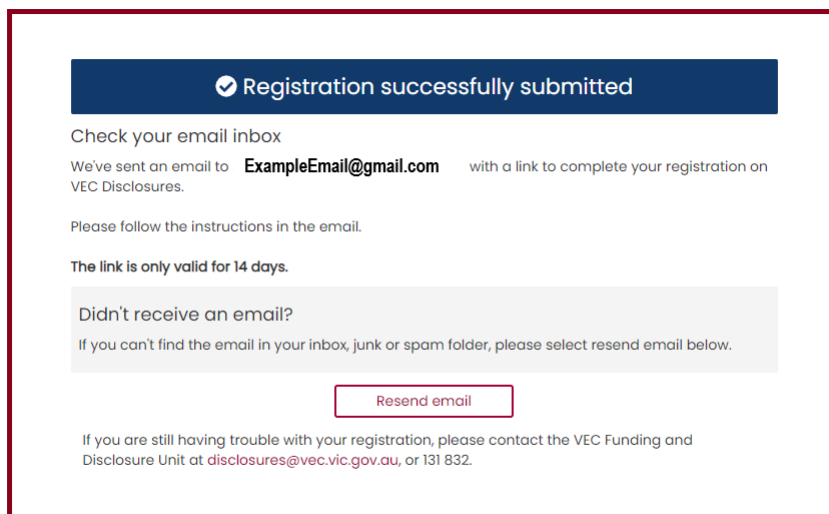
<b>First name</b> <b>Example</b>	<b>Last name</b> <b>FC</b>
<b>Phone number (Preferred)</b> 4555555555	<b>Phone number (Alternative)</b>
<b>Email address</b> ExampleEmail@gmail.com	

**Organisation details**

<b>Organisation name</b> <b>ExampleOrg</b>	<b>ABN or relevant business number</b> 51 824 753 556
<b>Organisation address</b> 530 Collins St, 530 Collins street, Melbourne Victoria 3000	

Already registered? [Sign in](#)

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](mailto: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.

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

3. 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

4. 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)	4555555555
Phone number (Alternative)	—

Edit my account

5. 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](mailto:disclosures@vec.vic.gov.au).

6. 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.

**VEC** 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

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

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

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.

**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](#)

4. Click 'Disclose a donation'.

## Donations

Home / Donations

The following political donations have been associated with d3don4 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: 2021 - 2022 | Status: [Dropdown] | [Apply filters](#)

Search [Input] [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.									

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

**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](#)

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 \***

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 *
<input type="text"/>	<input type="text"/>
Email *	Phone number (include local area code) *
<input type="text"/>	<input type="text"/>
Date the donation was made *	Donation Type *
dd/mm/yyyy <input type="button" value="📅"/>	Please select <input type="button" value="v"/>
Amount *	
\$ <input type="text"/>	

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.

4. Click 'OK' to confirm your donation details or 'cancel' to make any changes.

Confirm donation

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

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]



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.

**Victorian Electoral Commission**

**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:  Reconciliation status:  [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 *Electoral 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 \***  
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

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.

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.

## 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.

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 (\$XXXX).

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]

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.

# 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 given to a single recipient in the same financial year that add up to the disclosure threshold or more.

For the 2024–25 financial year the donation disclosure threshold is \$1,210 (for the 2023–24 financial year, the donation disclosure threshold was \$1,170).

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.

The screenshot shows the VEC Disclosures dashboard. On the left is a navigation menu with the VEC logo and the text 'Victorian Electoral Commission'. Below this, the user's profile is shown as 'ExampleDonor Individual Donor' with contact details: 'ExampleDonor, 530 Collins street, Melbourne Victoria 3000, Australia'. A red 'Switch' button is below the profile. The main menu includes '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 on behalf of ExampleDonor'. It includes a 'Register an entity' button and a 'Switch entities' section. The 'Switch entities' section contains the text 'The entities and roles linked to your account are listed below.' and a dropdown menu labeled 'Switch to \*' with 'ExampleDonor - Individual Donor' selected. A red 'Switch entity' button is positioned below the dropdown.

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	
DONI4432	24/06/202X 2:25 PM	Example Donor	Example RPP		18/07/202X	Recipient	Donor Unreconciled	Money	\$xxxx.00	<div style="border: 2px solid red; padding: 5px; display: inline-block;"><div style="background-color: #c00; color: white; padding: 2px 5px; margin-bottom: 2px;">Action</div><div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Confirm</div><div style="background-color: #0056b3; color: white; padding: 2px 5px;">Reject</div></div>

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

Recipient  
Example RPP

Date the donation was received  
18/07/202x

Amount \*  
\$ xxxx

Description

Donor  
Example Donor

Donation Type  
Money

Date the donation was made \*

Back

Confirm 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 Example Donor.

- 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:  Reconciliation status:  [Apply filters](#)

[View donation disclosures prior to 30 June 2020](#)  
Click on column headings to change the sort order

Ref ↓	Date Modified	Donor	Recipient	Date Donation Made	Date Donation Received	Added By	Status	Type	Amount	
DN014432	24/06/2022 2:26 PM	Example Donor	Example RFP		18/07/2022	Recipient	Donor Unreconciled	Money	\$500.00	<div style="border: 1px solid red; padding: 2px;"> <a href="#">Action</a>  <a href="#">Confirm</a>  <a href="#">Reject</a> </div>

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.

<b>Recipient</b> Example RPP	<b>Donor</b> Example Donor
<b>Date the donation was received</b> 18/07/202x	<b>Donation Type</b> Money
<b>Amount *</b> \$ xxxx	
<b>Description</b>	
<b>Rejection reason *</b> Please select	

[Back](#) [Reject Donation](#)

7. Click 'Reject donation'.

<b>Recipient</b> Example RPP	<b>Donor</b> Example Donor
<b>Date the donation was received</b> 18/07/202x	<b>Donation Type</b> Money
<b>Amount *</b> \$ xxxx	
<b>Description</b>	
<b>Rejection reason *</b> Other	<b>Rejection reason – Other *</b>

[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 is a navigation menu with the VEC logo and the text 'Victorian Electoral Commission'. Below this, the user's name 'Example Donor' and role 'Individual Donor' are displayed, along with their address: '530 Collins St Melbourne, Victoria 3000 Australia'. A 'Switch' button is visible. The navigation menu includes: 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 on behalf of Example Donor'. It includes a 'Register an entity' button and a 'Switch entities' section. The 'Switch entities' section contains the text 'The entities and roles linked to your account are listed below.' and a dropdown menu labeled 'Switch to \*' with 'Example Donor-Individual Donor' selected. A 'Switch entity' button is located below the dropdown.

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

The screenshot shows the 'Donations' page. At the top right, there are breadcrumb links: 'Home / Donations'. Below this, a message states: 'The following political donations have been associated with Donor Inv.' followed by three bullet points: '- 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.', and '- If you have received a donation association token, select Link a donation.' A 'Learn more about donations' button is located below the message. The 'Filter donations' section contains two dropdown menus: 'Financial Year' set to 'All donations after 1 July 2020' and 'Reconciliation status' set to 'All'. An 'Apply filters' button is to the right. Below the filters, there is a link: 'View donation disclosures prior to 30 June 2020' and a note: 'Click on column headings to change the sort order'. At the bottom right, there is 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'.

If you are already registered on VEC Disclosures, you can link the donation to your registered entity by [signing in to VEC Disclosures](#) and entering the following link a donation token ID code: **mfjh9070TH**

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).

8. Select 'Link donation'.

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

**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:

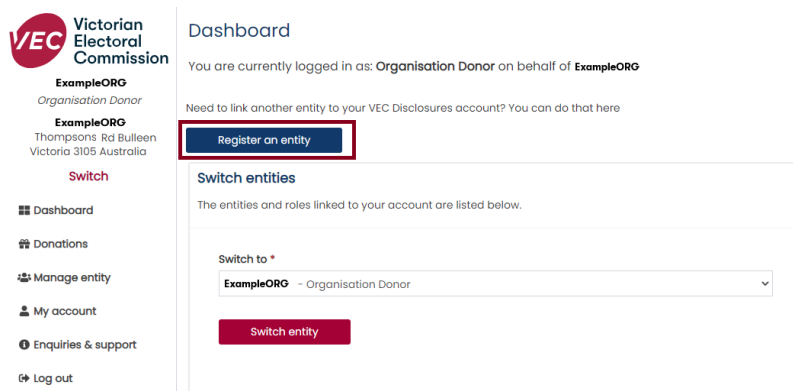
John is a business owner and has registered his business as an organisation donor so he can disclose the donations his business makes, so that he follows funding and disclosure law.

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](#)

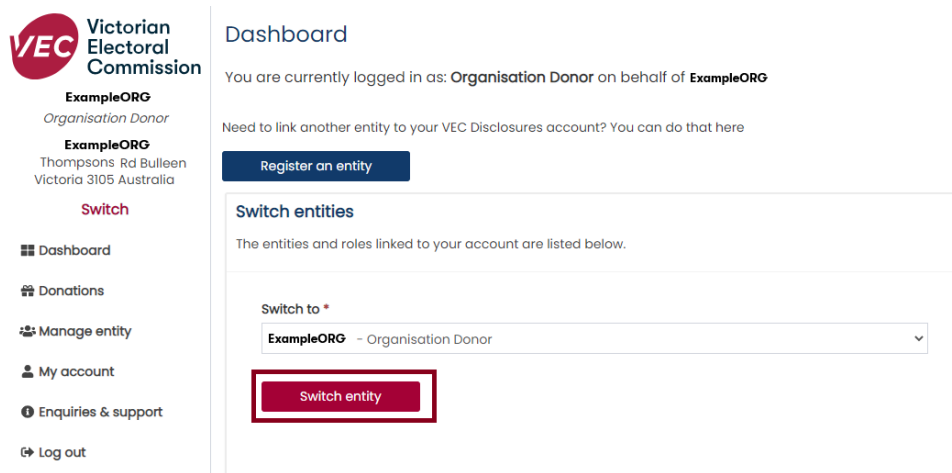
[Register as an independent elected member or candidate](#)

[Register as an organisation donor](#)

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

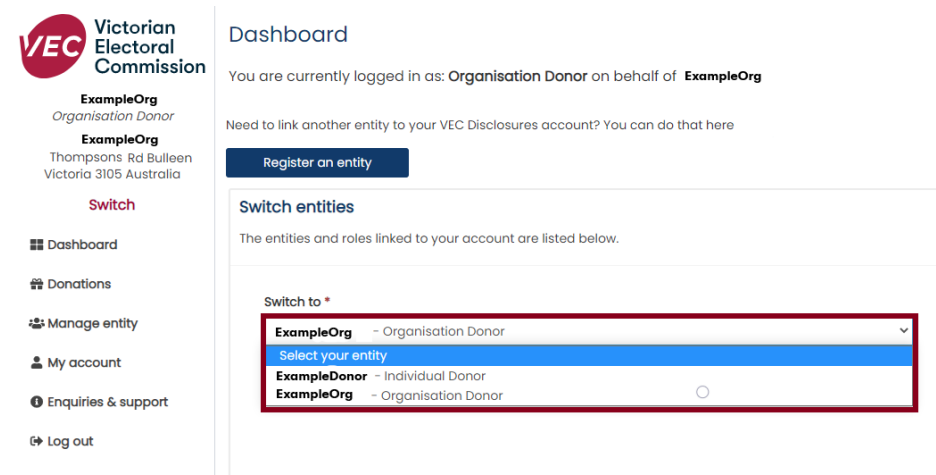
## Switch entity

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



The screenshot shows the VEC Disclosures dashboard. On the left is a navigation menu with items: Dashboard, Donations, Manage entity, My account, Enquiries & support, and Log out. The main content area is titled 'Dashboard' and shows the user is logged in as 'Organisation Donor' on behalf of 'ExampleORG'. Below this is a 'Register an entity' button and a 'Switch entities' section. The 'Switch entities' section contains a dropdown menu labeled 'Switch to \*' with 'ExampleORG - Organisation Donor' selected. A red box highlights the 'Switch entity' button below the dropdown.

2. Select the entity that you wish to view.



The screenshot shows the VEC Disclosures dashboard with the 'Switch entities' dropdown menu open. The dropdown menu is highlighted with a red box and contains three options: 'ExampleOrg - Organisation Donor', 'Select your entity', and 'ExampleDonor - Individual Donor'. The 'ExampleDonor - Individual Donor' option is selected and highlighted in blue. The 'ExampleOrg - Organisation Donor' option has a radio button next to it.

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.

