

Quick guide to political donation disclosures

TEC Disclosures portal

This is a quick guide for users of the TEC Disclosures portal, and it provides basic instructions for making a political donation disclosure via TEC Disclosures. Full portal user guides will be also be published after 1 July 2026 with more detailed instructions. To start:

Log in to TEC Disclosures

Enter the username and password to access your TEC Disclosures portal dashboard page.

Go to the Donations screen

Use the functions menu on the left side of your TEC Disclosures home screen, and select **Donations**.

To make a new political donation disclosure:

Start a new donation disclosure

Click the **Disclose a donation** button on the lower right of the **Donations** screen.

Select made / received

Use the drop-down field to select whether you are disclosing a donation you have made, or have received.

Enter the donor / recipient

Use the **Magnifying glass** lookup function to find your donor/recipient. If you can't find them, tick the **I can't find the donor/recipient in this list** checkbox underneath the Donor and Recipient sections of the screen.

Enter information about the donation

Enter the relevant information into the **Date the donation was received**, **Dollar value of donation** and **Donation type** fields. Click the ? icon if you're unsure which donation type to select.

Review the additional questions about your donation. Click **Yes** for any option that applies to your donation, and enter the relevant information in the fields that appear.

Upload a receipt

Click the **Upload** button to select the file of your receipt or acknowledgement to upload with your donation disclosure. Acceptable file size and types are shown above the Upload button.

Review and submit

Review all the donation details you have entered, and read the **donation disclosure statement** that sits below the Upload button. Click the **Submit disclosure** button when you are ready to lodge your disclosure.

To confirm a donation disclosure's details where your donor/recipient has disclosed a political donation first:

Locate and open the donation

Check the table at the bottom of the **Donations** screen until you find the relevant donation to confirm. Click the **Action** button, then select **Confirm**.

Review the donation

Review all the donation details that have been provided. Edit either the **Amount** or **Date of donation** field if you believe the details are incorrect.

Upload a receipt

Click the **Upload** button to select the file of your receipt or acknowledgement to upload with your donation disclosure. Acceptable file size and types are shown above the Upload button.

Review and submit

Review all the donation details you are confirming or have updated, and read the **donation disclosure statement** that sits below the Upload button. Click the **Confirm donation** button when you are ready to lodge your disclosure.