

Quick guide to registering as an electoral participant

TEC Disclosures portal

This is a quick guide for users of the TEC Disclosures portal, and it provides basic instructions for registering as an electoral participant via TEC Disclosures. Full portal user guides will be published from 1 July 2026 with more detailed instructions.

Open a registration form

Click on the **Register** button in the top right corner of any of the TEC Disclosures registers or reporting pages.

Select your electoral participant type

Choose an electoral participant type for your registration. Party and agent registrations are not managed from this screen.

If applicable for your electoral participant type, you'll also need to choose what type of entity you're registering and whether you have an applicable business number.

Enter your electoral participant details and contact details

Enter the name of the electoral participant you're registering, along with other details required by the registration screen – the portal will tailor the registration screens based on the type of electoral participant you're registering to capture information about the entity and about a relevant contact person. Use only a real email address you have access to as a practice registration will generate a confirmation email to this address.

Mandatory fields are marked with an asterisk. Note that the portal uses data validation from the [Australian Business Register](#) so any ABN/ACN entered must match the entity name entered.

Do not enter bank account details in the **Account details** screen during any practice registrations.

Review and submit the registration

Use the final screen to review the information you entered. If anything needs correction, use the **Back** button to return to previous screens. If all information is correct, read the registration statement then click the **Submit registration** button.

Wait for an approval email

The TEC Compliance team will monitor registrations in the training environment, and will approve any made. Once approved, you'll receive a confirmation email with link allowing you to create a password to access the portal as the electoral participant you've registered.