

# PEF Online user guide

## Creating and submitting a quarterly nil donation return

Our new interactive website, PEF Online, allows users to securely submit returns, manage party details and make payments entirely online.

**Please note that only the party treasurer can authorise returns online and must have a PEF Online account set up in order to do so.**

All parties are required to report any donations received that are in excess of, or aggregate, over £7,500 to the commission on a quarterly basis. Parties that are not exempt from reporting quarterly returns, but have not received a reportable donation must submit a nil donation return. For more information on reporting donations, please refer to our [overview of donations to political parties](#).

If your party has not received any reportable donations and you have not previously submitted 4 quarterly nil returns in a row, you must submit a nil return. Further guidance on reporting donations and loans is available on our [donations and loans guidance page](#).

The following step by step instructions are designed to help you create, upload and submit quarterly donation nil return using PEF Online's 'create a return' function.

# Creating your quarterly nil donation return

## Step 1

Log into your PEF Online account using the [Party User Log-in](#). If you do not have an account please request one by emailing [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk) or ringing 020 7271 0616.

## Step 2

Once you have successfully logged in click 'Create return' on the left hand side bar to begin creating a return.

On the Return type drop down menu, select 'Donations'.

Now using the Reporting period, select the relevant quarter that the return is for, e.g. Q4 2012 and click 'Create'.

The screenshot displays the PEF Online interface. On the left, a navigation sidebar lists various options, with 'Create return' highlighted in pink and a red arrow pointing to it. The main content area shows a list of return types: donation returns, regulated transaction (loan) return, annual statement of accounts, and campaign expenditure return. Below this list, there is a prompt: 'First, please select the type of return you wish to create. The return type you select in this return refers.' Another prompt follows: 'If you are looking for a return you have already created, click on the return type you wish to view.' The 'Return type' dropdown menu is set to 'Donations', and the 'Reporting period' dropdown menu is set to 'Q4 2012'. Both dropdown menus have red arrows pointing to them. At the bottom, a blue 'Create' button is circled in red.

## Step 3

As you are not reporting any donations, to proceed with a nil return please click a 'submit nil donations return' pink link.

Logged in as: [Log out](#)

Current entity: PEFO Test Party (GB) [Change entity](#)

Home > My account > Political parties > PEFO Test Party (GB) > View profile > View details > Renew registration > Register as third party > Register a joint description > View returns > **Create return** > Maintain donors > Maintain trusts > Maintain suppliers > De-register > Manage users > Register new > Third parties > Permitted participants > Regulated donees >

### Returns

[Submit nil donations return](#)

#### Create return (Q4 2012 Quarterly (Donations))

Please use the form below to create your return. You can save the return as you go along and come back to it later should you so wish. To add a donation to the return, please select a "Donation type" using the dropdown box. An "Add donation" button will then appear. As you add donations, this page will show a summary of the donations you have created. Click on the "Reference" to go back into the donation and make changes to it. When you have finished creating the return, please submit it using the link to the right

Donation type:

#### Donations

Results per page:

Reference	Donor	Participant status	Received by	Nature of donation	Value	Date received	Date accepted	Last change date	Published date	Amendment actions
There are currently no donations										

0 items in 1 pages

[Upload return from XML file](#) [Delete all donations](#) [Print return](#)

[Submit nil donations return](#)

## Step 4

You will now be asked to confirm you wish to proceed with submitting a nil return. To proceed, click 'OK'.

### Returns

You are about to submit a nil 011603 Political Party PEFO Test Party (Great Britain) Quarterly (Donations) Q4 2012 return. Do you wish to continue?

[OK](#) [Cancel](#)

# Authorising Your Return

## Step 5

To **authorise your return online**, you must click the **'authorise online'** button. Only party treasurers can authorise online and must have a PEF Online account to do this.

*If you do not click 'authorise online' and chose to authorise by post, you will still need to sign the declaration and return it to the commission in the post **before** the deadline. For further information on deadlines, please refer to the [Parties and party officers' guidance page](#).*

## Returns

You are about to submit a return for "011603 Political Party PEFO Test Party (Great Britain) Quarterly (Donations) Q4 2012". Do you wish to continue?

**Authorise online**

**Authorise by post**

**Cancel**

## Step 6

After clicking 'Authorise online' you will proceed to the page below, enter the required details and click 'OK'. If you wish to retain a copy of the declaration, click 'Print return'

### PEFO Test Party - Quarterly (Donations) Q4 2012

#### Summary Details

Return reference no: 11603  
Regulated entity name: PEFO Test Party  
Regulated entity type: Political Party  
No. items reported: 0  
Value of items reported: £0.00  
Submitted by:  
Submitted date & time: 18/01/2013 13:58

#### Declaration

This is the declaration required by section 62(10) of the Political Parties, Elections and Referendums Act 2000 (PPERA):

In the following statement and declaration, 'the party' is a reference to both the central organisation of the party and all accounting units of the party (if any).

During the above reporting period:

- (a) no donations have been accepted by the party which, by virtue of section 62(1) to (9) of PPERA, are required to be recorded in the donation report for that period; and
- (b) no donations have been dealt with as mentioned in section 62(9) of PPERA.

This is the declaration required by section 66(3) PPERA:

I declare, to the best of my knowledge and belief, that:

- (a) the above statement is accurate, and
- (b) during the above reporting period no donation from any person or body other than a permissible donor has been accepted by the above party.

Please enter the following information and click Ok to make the above declaration

#### User Validation

Password \*   
Email \*   
Security question \*   
Answer \*

**OK**

**Cancel**

**Print return**

## Step 7

Once have clicked 'OK' your return will be submitted and an automated email acknowledgment will be sent to the treasurers email address. The screen below will appear where you can click 'Finish' to end the process.

Logged in as: [Log out](#)

Current entity:  
PEFO Test Party (GB)  
[Change entity](#)

- Home >
- My account >
- Political parties ▾
- PEFO Test Party (GB) >
- View profile >
- View details >
- Renew registration >

### PEFO Test Party - Quarterly (Donations) Q4 2012

#### IMPORTANT MESSAGE

Your statutory return has been submitted to the Electoral Commission.

**Finish**