

PEF Online user guide

Creating and submitting a quarterly nil transaction (loans) 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 must report quarterly any loans, credit facilities and securities (referred to on PEF Online as Transactions) that they have entered into, which either aggregate above or exceed £7,500. Parties that are not exempt from reporting quarterly returns, but have not entered into a reportable transaction must submit a nil transaction return. For more information on what constitutes a reportable transaction, please refer to our [overview of loans to political parties](#).

If your party has not received any reportable transactions 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 & submitting a quarterly nil transaction (loans) 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 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.

Using the Return type drop down menu, select 'Transactions'

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 text prompt: 'First, please select the type of return you wish to create. The return type you select in this dropdown menu refers to the type of return you wish to create.' Below the text, there are two dropdown menus: 'Return type' with 'Transactions' selected, and 'Reporting period' with 'Q4 2012' selected. Red arrows point to both dropdown menus. At the bottom of the main content area, a blue 'Create' button is highlighted with a red circle and a red arrow.

Step 3

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

Returns

[Submit nil transactions return](#)

Create return (Q4 2012 Quarterly (Transactions))

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 transaction to the return, please select a "Transaction type" using the dropdown box. An "Add transaction" button will then appear. As you add transactions, this page will show a summary of the transactions you have created. Click on the "Reference" to go back into the transaction and make changes to it. When you have finished creating the return, please submit it using the link to the right

Transaction type

Transactions

Results per page

Reference	Lender	Participant status	Received by	Nature of transaction	Change type	Original value	Current value	Start date	Last change date	End date	Repaid date	Published date	Amendment actions
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There are currently no transactions

« < 1 > » 0 items in 1 pages

[Upload return from XML file](#)

[Change existing transaction](#)

[Delete all transactions](#)

[Print return](#)

[Submit nil transactions 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 011604 Political Party PEFO Test Party (Great Britain) Quarterly (Transactions) 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](#).*

You are about to submit a return for "011604 Political Party PEFO Test Party (Great Britain) Quarterly (Transactions) Q4 2012". Do you wish to continue?

Authorise online

Authorise by post

Cancel

Step 6

After clicking 'Authorise online' you be taken to the page below, enter the 'User Validation' details and click 'OK'. If you wish to retain a copy of the declaration click 'Print return'.

PEFO Test Party - Quarterly (Transactions) Q4 2012

Summary Details

Return reference no: 11604
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 14:21

Declaration

These are the statements required by sections 71M(10) and 71N(4) of the Political Parties, Elections and Referendums Act 2000 (PPERA).

During the above reporting period no transactions have been entered into by the party which, by virtue of section 71M(1) to (9) PPERA, are required to be recorded in the transaction report for that reporting period.

During the above reporting period there have been no changes (as mentioned in section 71N(1) or (3) PPERA) to any recorded transaction.

This is the declaration required by Schedule 71T(3) of PPERA.

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

- (a) the above statements are accurate, and
- (b) during the reporting period the party has not entered into any regulated transaction with a person or body other than an authorised participant.

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 v
- PEFO Test Party (GB) >
- View profile >
- View details >
- Renew registration >

PEFO Test Party - Quarterly (Transactions) Q4 2012

IMPORTANT MESSAGE

Your statutory return has been submitted to the Electoral Commission.

Finish