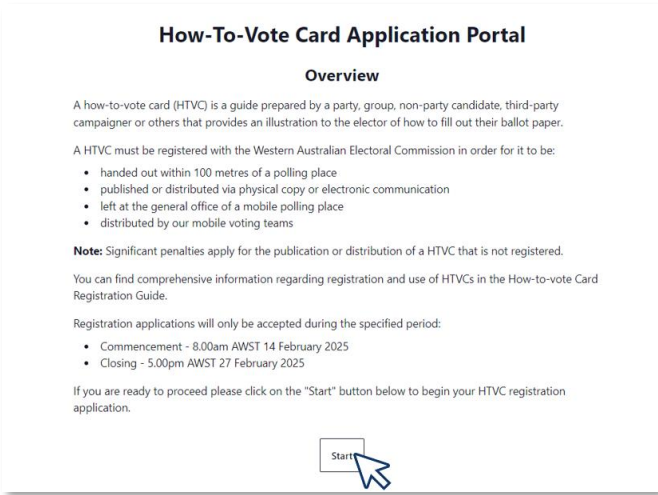
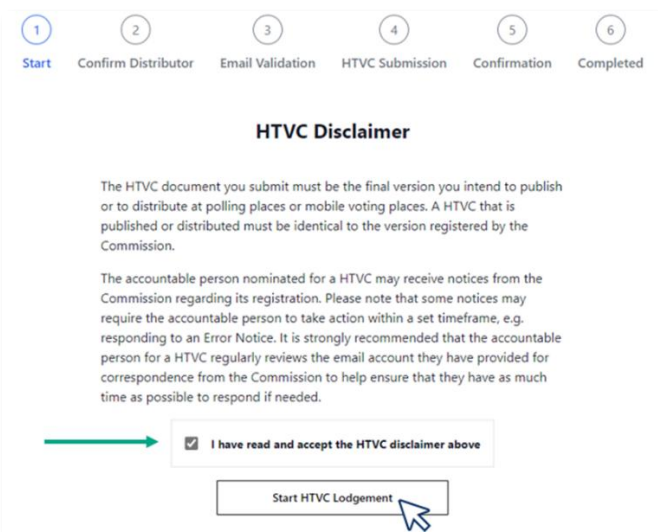


How-To-Vote Card (HTVC) Portal Quick Reference Guide

Introduction

This guide outlines how to submit a How-To-Vote Card for registration.
Contact HTVC@wa.waec.gov.au for assistance.

Applying to register a HTVC | Outcome | Resubmission | Cancellation

Access the Portal	A link to the Portal can be found alongside HTVC resources on the How-to-vote cards Western Australian Electoral Commission webpage or accessed directly here: How-to-vote Card Application Portal .
Landing page	Overview of key information. Click 'Start' to progress. 
Disclaimer	Read the disclaimer to confirm the HTVC submitted will be in the form intended for publication and distribution and communicates the responsibilities the 'accountable person'. Check the read and accept statement and Click 'Start HTVC Lodgement'. 



Confirm Distributor

The Distributor confirms the overall election the HTVC relates to, specifies their category and provides contact details.

- Select the relevant election.
- Under *Category of Distributor* select from the three options.
- Under *Distributor Details* provide the full name of the Distributor (or political party name), email address and phone number. A validation code will be sent to the email address provided.
- Click “Next” at the bottom of the screen to progress.

Email validation

Retrieve the validation code sent to the Distributor’s email address, enter the code and click and “Verify”.

HTVC submission: Accountable Person details

The next screen presents a summary of the Distributor information and requires the details of the ‘Accountable person’ (for the HTVC) to be entered. If the Distributor is also the Accountable person, re-enter the Distributor’s details. Otherwise, enter the details for the Accountable person’s details.

Note: For Distributors for non-affiliated candidate/group and third-party campaigners, please adjust the ‘Publication Display Name’, to display as “LASTNAME, firstname”. This will be how the HTVC is listed on the Commission website, to align with how names are displayed on the ballot paper.



	Distributor Details Type: Non-Party Affiliated Candidate or Group Name: Firstname Lastname Email: firstname.lastname@example.com Phone: 0400000000 Publication Display Name Firstname Lastname More Info The publication display name should align with the name or group as displayed on the ballot paper. Candidate example: SURNAME, Givenames WAEC USE ONLY Displayed on WAEC Publications Registered by: Firstname Lastname 1 Start 2 Confirm Distributor 3 Email Validation 4 HTVC Submission 5 Confirmation 6 Completed HTVC Form Submission Distributor Details Type: Political Party Name: EXAMPLE Party Email: firstname.lastname@example.com Phone: 0400000000 WAEC USE ONLY Displayed on WAEC Publications Registered by: EXAMPLE Party Accountable Person Details The accountable person for the HTVC is the person who will act as point-of-contact for notices from the WAEC and is the person who may apply to replace or cancel the HTVC after it has been registered. The accountable person can be updated post-registration either by the party secretary of the political party identified above, or by the person named here as the accountable person. Please note: only a legal person can be named as the accountable person for a HTVC. More info Accountable Person Name Firstname Lastname Accountable Person Email firstname.lastname@example.com Accountable Person Phone Number 0400000000
HTVC submission: HTVC details	Further down on the same page, select the election(s) the HTVC is targeting. 'Legislative Council' can be either selected or unselected. Selecting 'Legislative Assembly' provides a list of all 59 electoral districts. Select individual districts from the list. If a district is chosen in error, select it from the list on the right to cancel it. Important: The elections selected must accurately reflect the elections targeted in the HTVC being submitted. HTVC Details and Submission Note: You must submit a separate application form for each HTVC you are seeking to register. Please indicate which election(s) this HTVC is being submitted for. You may select multiple districts if your HTVC includes multiple districts. ☐ Legislative Council - Whole of State electorate ☒ Legislative Assembly - Select Districts Select all the districts the HTVC applies to. Available Districts Albany Armadale Balcatta Baldivis Bassendean Bateman Select All Selected Districts Midland Wanneroo Clear All
HTVC submission: HTVC file upload	• Further down again, upload a copy of HTVC and any supporting documents required. Only one HTVC can be submitted per application. • The HTVC document must be in one of the specified file types and not exceed 10 megabytes in file size. • Not all submissions require supporting documents; however, additional files are required: ▪ If the HTVC contains a language other than English, a translation into English and a certificate from the translator stating their full name,



residential address, qualification to perform the translation and assertion of translation accuracy are required.

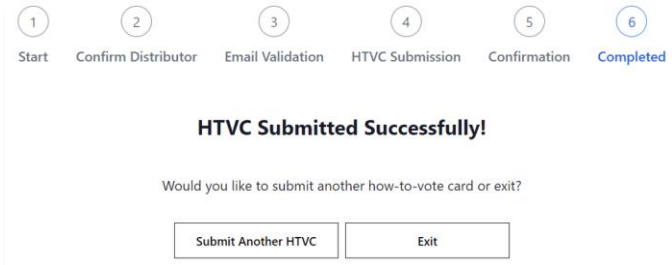
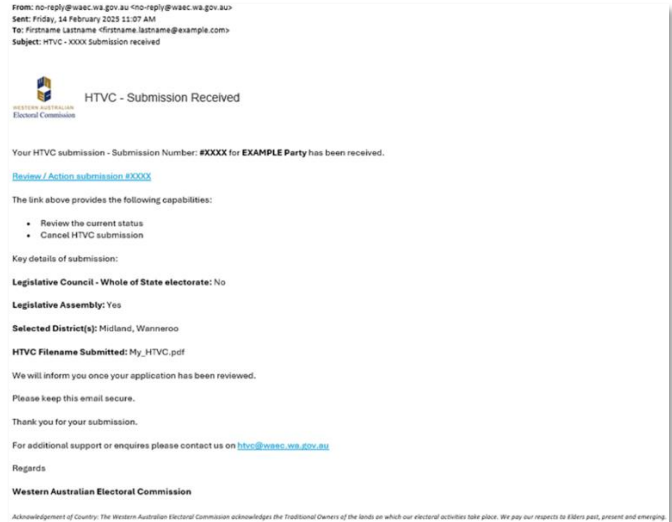
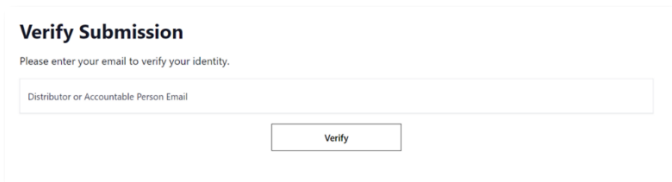
- If the HTVC contains or gives access to audio/video content, either a copy or transcript of this content must be provided.
- Click 'Next' to progress.

Confirm submission details

Next, you'll see a summary of all the information provided during the application and a visual preview of uploaded HTVC. Any errors in accountable person details, elections chosen or files uploaded can be corrected by selecting "Go Back" at the bottom of the screen.

If the information and files provided are all correct, check the endorsement statement box at the bottom of the screen and select "Submit" to lodge the HTVC registration application.

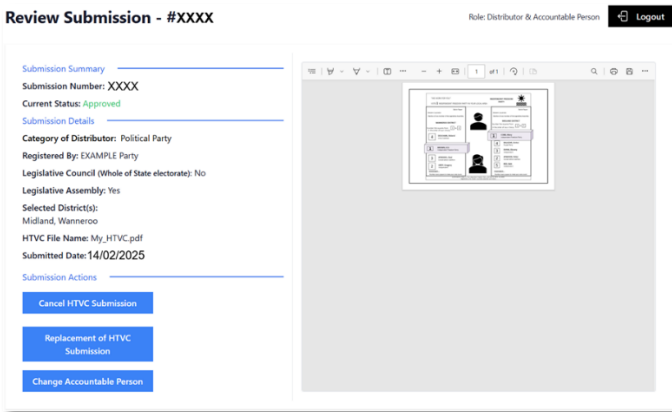
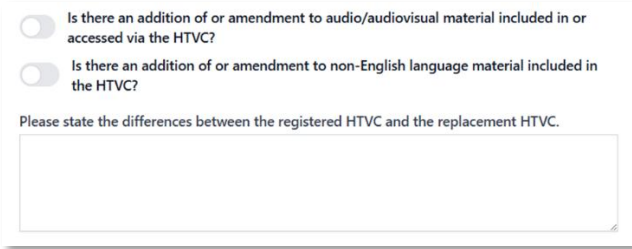
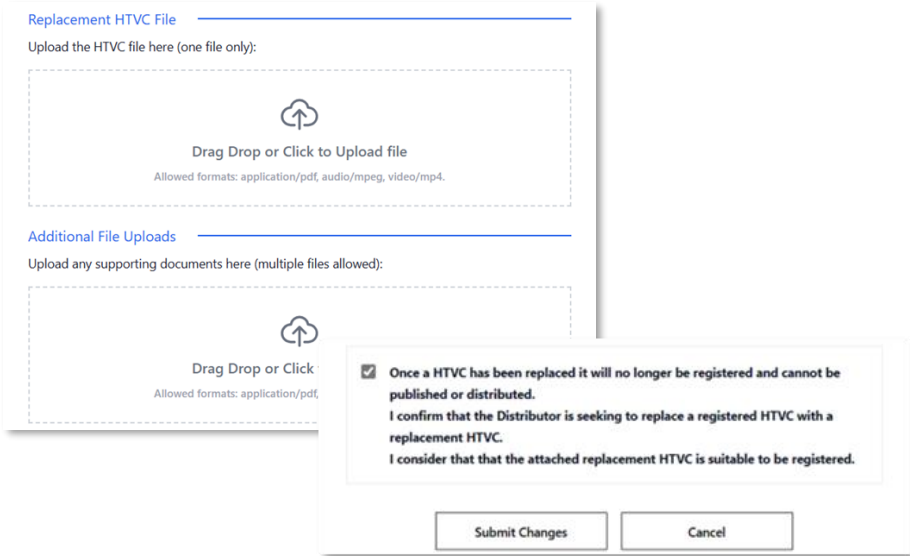


Completed	The next screen confirms the successful submission of the application. You can then either choose to submit another HTVC or exit the Portal. The distributor and the accountable person will receive an email confirming submission of the application that contains a link to review the status or cancel the submission. The email also contains a unique submission number by which the HTVC submission may be identified. Save the link as a bookmark for easy access.  
Review submission: verify email	The link “submission received” email allows the distributor and the accountable person to review the status of the application. Clicking on the link will lead to an email verification screen where either the distributor or accountable person can enter their provided email address to receive a verification code. 
Review submission screen	The review submission screen provides an overview, status and options for: • Distributor for the submission • Accountable person for the submission, or • Both.

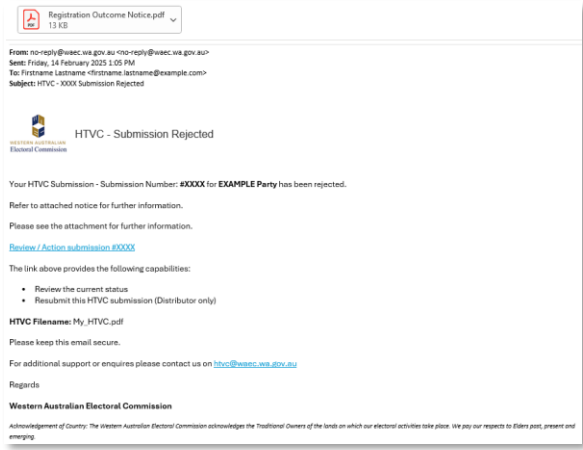
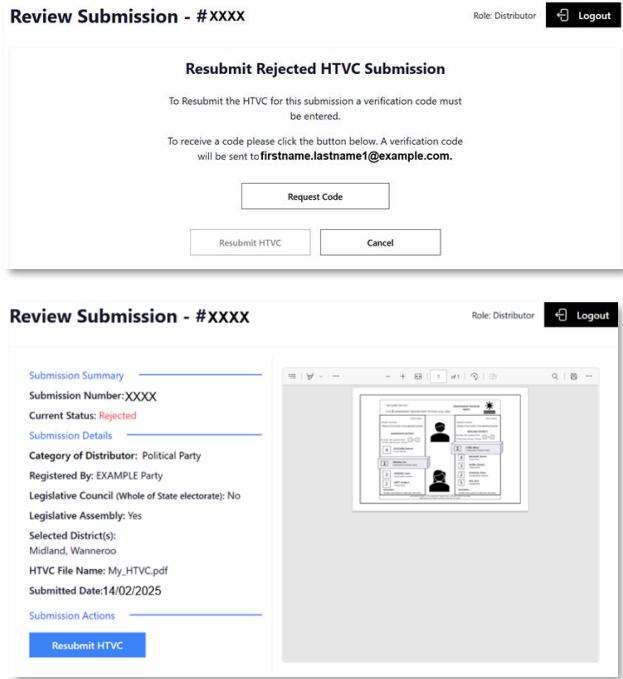


	Review Submission - #XXXX Role: Distributor & Accountable Person Logout Submission Summary Submission Number:XXXX Current Status: Pending Submission Details Category of Distributor: Political Party Registered By: EXAMPLE Party Legislative Council (Whole of State electorate): No Legislative Assembly: Yes Selected District(s): Midland, Wanneroo HTVC File Name: My_HTVC.pdf Submitted Date: 14/02/2025 Submission Actions Cancel HTVC Submission
Cancel HTVC submission	The distributor has the option of cancelling the HTVC submission. Selecting this option leads to a verification code requirement. Enters the code received via email confirm seeking cancellation of the HTVC submission. Cancellation of the submission be confirmed via email to the distributor and accountable person. Review Submission - #XXXX Role: Distributor & Accountable Person Logout Cancel HTVC Submission A verification code has been sent to firstname.lastname@example.com. Please check your inbox and enter the code below. Resend available in 1:42 ☐ I confirm I am seeking to cancel the application to register this HTVC. A HTVC that has not been registered and cannot be published or distributed. Cancel HTVCBack Review Submission - #XXXX Role: Distributor & Accountable Person Logout Submission Summary Submission Number:XXXX Current Status: Cancelled Submission Details Category of Distributor: Political Party Registered By: EXAMPLE Party Legislative Council (Whole of State electorate): No Legislative Assembly: Yes Selected District(s): Midland, Wanneroo HTVC File Name: My_HTVC.pdf Submitted Date: 14/02/2025 Submission Actions
Submission outcome: Notice of acceptance	If the HTVC is found suitable the accountable person will be notified via email. From: no-reply@waec.wa.gov.au <no-reply@waec.wa.gov.au> Sent: Friday, 14 February 2025 10:54 AM To: Firstname Lastname <firstname.lastname@example.com> Subject: HTVC - XXXX Submission Approved HTVC - Submission Approved Your HTVC Submission - Submission Number: #XXXX for EXAMPLE Party has been approved. This email is to be considered as your written notice in accordance with the Electoral Act 1907 (WA) section 89D(4). The Electoral Commissioner has approved the registration of the HTVC submitted. Review / Action submission #XXXX The link above provides the following capabilities: - Review the current status - Change accountable person - Cancel HTVC submission (Accountable person only) - Replace this HTVC submission (Accountable person only) HTVC Filename: My_HTVC.pdf Please keep this email secure. For additional support or enquires please contact us on htvc@waec.wa.gov.au Regards Western Australian Electoral Commission Acknowledgement of Country: The Western Australian Electoral Commission acknowledges the Traditional Owners of the lands on which our electoral activities take place. We pay our respects to Elders past, present and emerging.



	The link in the email will lead to verification cod request and then the ‘Review Submission’ screen. 
Options after approval	The approval email (above) contains three options: ‘Cancel HTVC Submission’, ‘Replacement of HTVC’ and ‘Change Accountable Person’. If one of these options is required, follow the prompts from your selection. If you select ‘Replacement of HTVC’, you will be required to describe the differences between the registered HTVC and the one you wish to replace it with. If the differences are to correct an error this should be clearly stated.  You will then be required to upload the replacement file (and additional files if required) and submit the changes. 
Submission outcome: notice of refusal	If the HTVC is found unsuitable for registration, both the distributor and the accountable person will receive an email advising of this outcome that includes an attached notice outlining the reason for the refusal. An amended HTVC must be submitted within three days.



	
Resubmission	The link in the refusal notice will lead to a verification code request and then the 'Review submission' screen. The amended HTVC can then be resubmitted, once the issues outlined in the notice have been addressed. 
Questions or issues	If you have any questions or issues regarding HTVC registration, please contact: HTVC@waec.wa.gov.au