



ASIC

Connect

User guide

User Administration Portal

Manage your account

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Managing your account

- The User Administration Portal enables you to manage your account access to the Government search portal and Government access portal.
- You can change your password and add a secret question and answer.
- You may also view your account profile and make changes.
- If you need help please contact your account administrator.

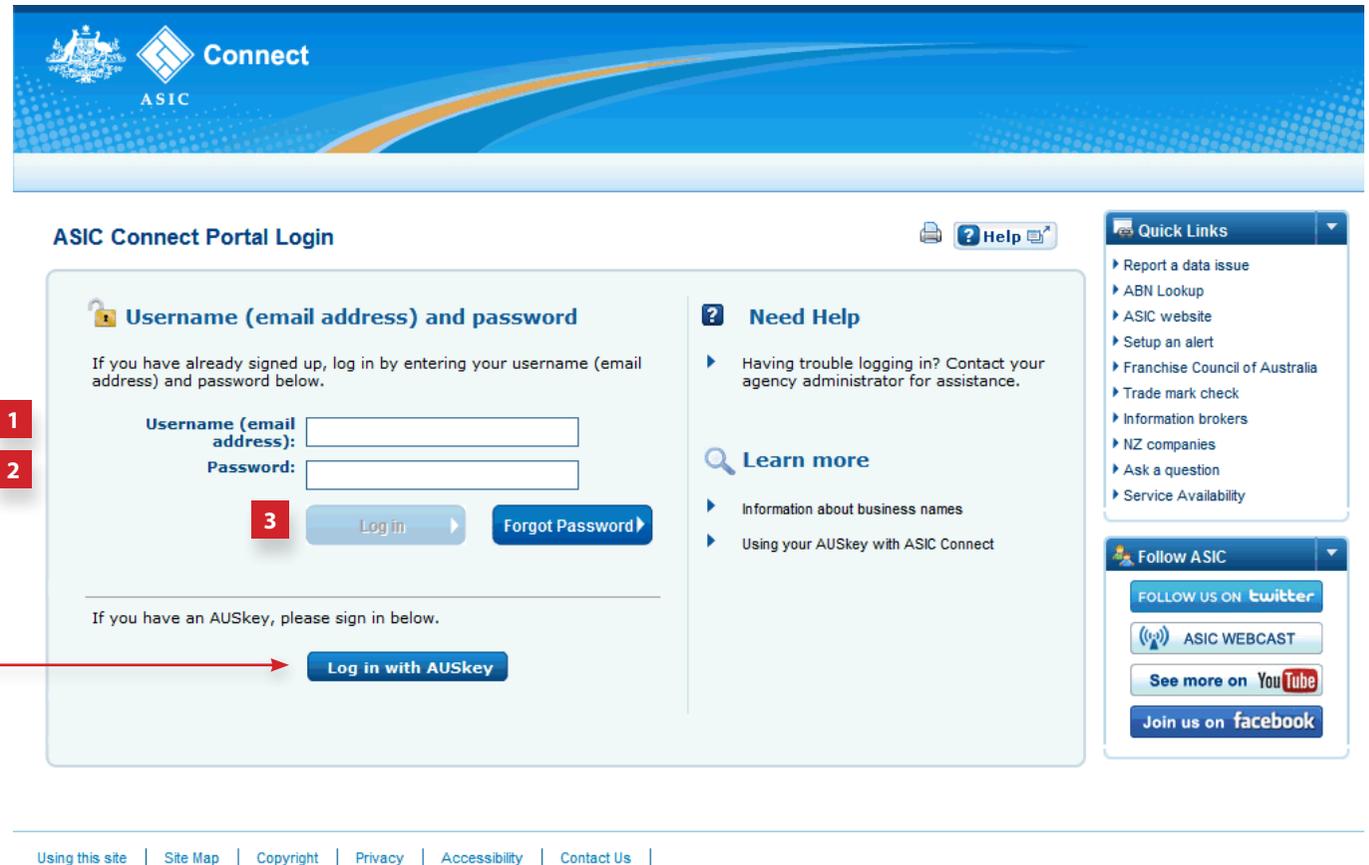
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Log in

Government search portal

1. Enter your username (email address).
2. Enter your password.
3. Select **Log in**.

You can also choose to **Log in with AUSkey**.



ASIC Connect Portal Login

Username (email address) and password

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

Log in **Forgot Password**

If you have an AUSkey, please sign in below.

Log in with AUSkey

Need Help

Having trouble logging in? Contact your agency administrator for assistance.

Learn more

Information about business names
Using your AUSkey with ASIC Connect

Quick Links

- Report a data issue
- ABN Lookup
- ASIC website
- Setup an alert
- Franchise Council of Australia
- Trade mark check
- Information brokers
- NZ companies
- Ask a question
- Service Availability

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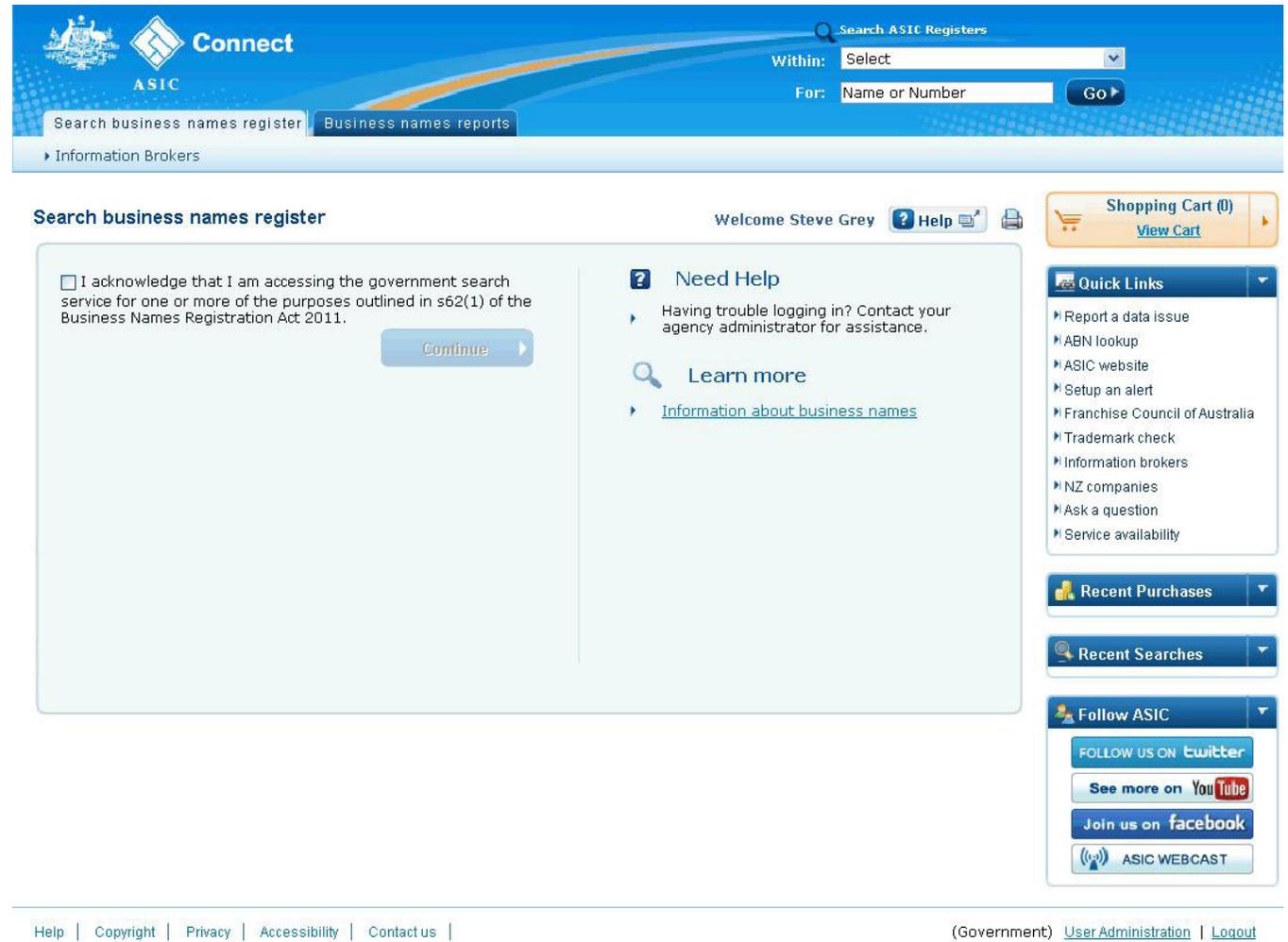
[User Administration Portal - Manage your account](#)

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Log in

Government search portal

To access the user administration portal, select **User Administration** at the bottom right of the screen.



The screenshot displays the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar is present with the text 'Search ASIC Registers' and a search icon. Below the search bar, there are dropdown menus for 'Within:' (set to 'Select') and 'For:' (set to 'Name or Number'), along with a 'Go' button. The main content area is titled 'Search business names register' and includes a 'Continue' button and a 'Need Help' section with a link to 'Information about business names'. On the right side, there is a 'Shopping Cart (0)' section with a 'View Cart' link, a 'Quick Links' section with various links like 'Report a data issue' and 'ABN lookup', and social media links for 'Follow ASIC' including 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'. At the bottom, there is a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', 'Contact us', and '(Government) User Administration | Logout'. A red arrow points from the text on the left to the 'User Administration' link in the footer.

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



Log in

Government access portal

1. Enter your username (email address).
2. Enter your password.
3. Select **Log in**.

Note: This service is only relevant to agencies that provide updates for associations and cooperatives in their state or territory.

Note: The remainder of this guide focuses on the **User Administration Portal**.

Quick Links

- ABN Lookup
- NZ Companies
- Franchise Australia
- Trade Mark Check

ASIC Connect Government Access Portal Login

1 * Username:

2 * Password:

3

[Log In](#) [Forgot Password](#)

----- OR -----

[Log In using AUSKEY](#)

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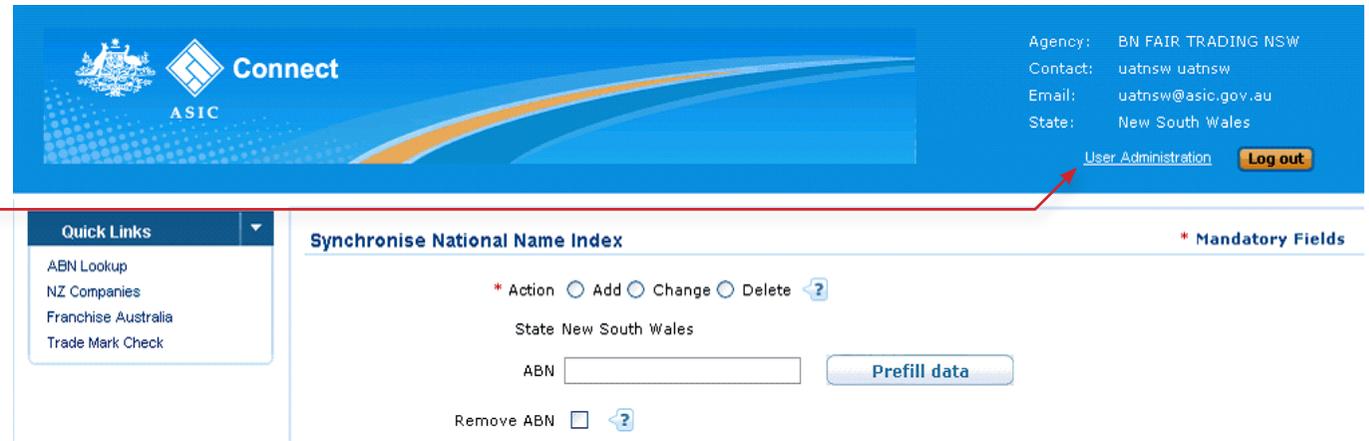
Log in

Government access portal

To access the user administration portal, select **User Administration** at the top right of the screen.

Note: This service is only relevant to agencies that provide updates for associations and cooperatives in their state or territory.

Note: The remainder of this guide focuses on the **User Administration Portal**.



Quick Links

- ABN Lookup
- NZ Companies
- Franchise Australia
- Trade Mark Check

Synchronise National Name Index * Mandatory Fields

* Action Add Change Delete ?

State New South Wales

ABN

Remove ABN ?

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Screen layout

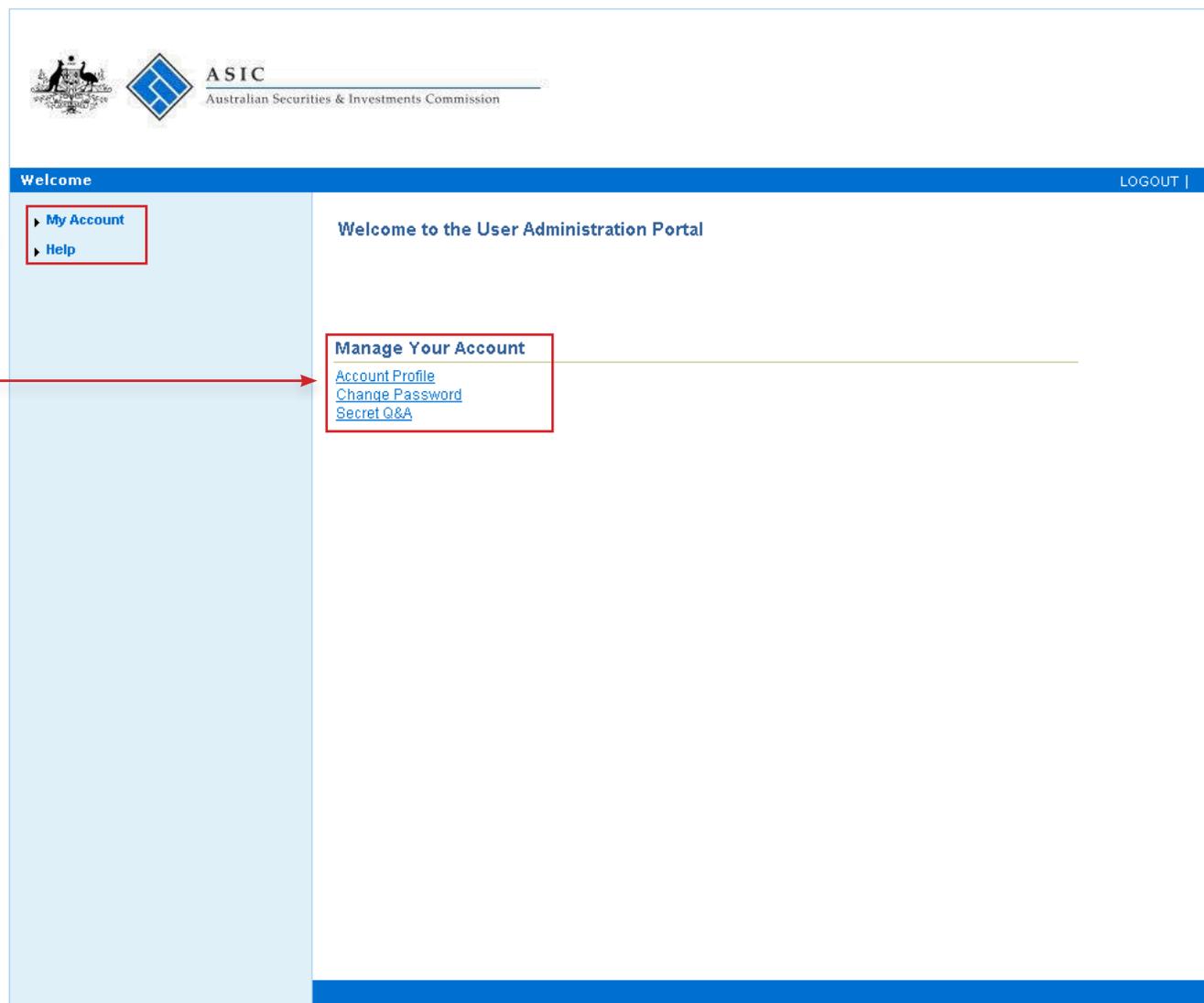
User Administration Portal

Side menu

- My Account
- Help

Main screen

- Account profile
- Change password
- Secret Q & A



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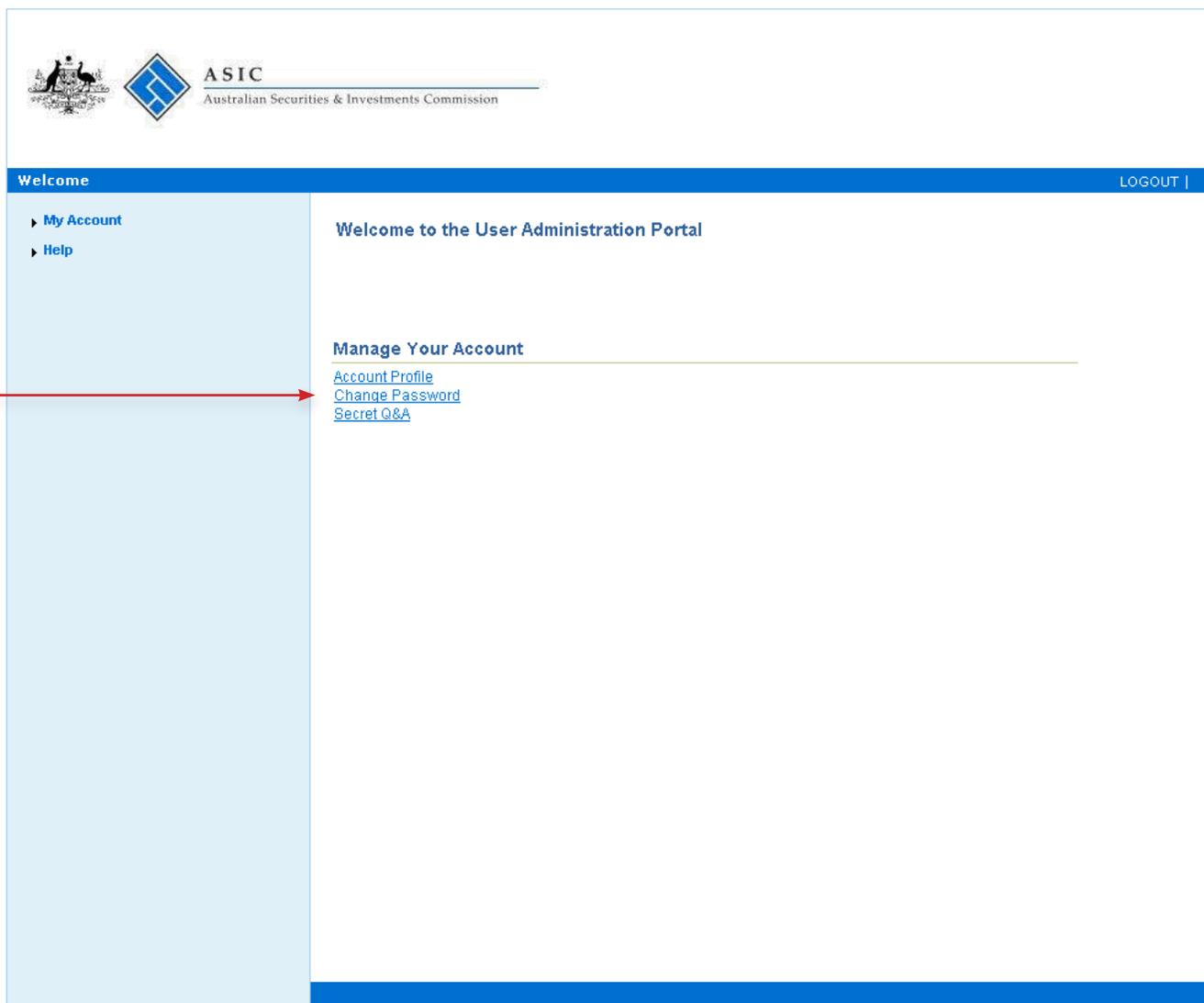
User Administration Portal - Manage your account

Change password

This section shows how to change a password

Change password

Select **Change Password** under the Manage Your Account options.



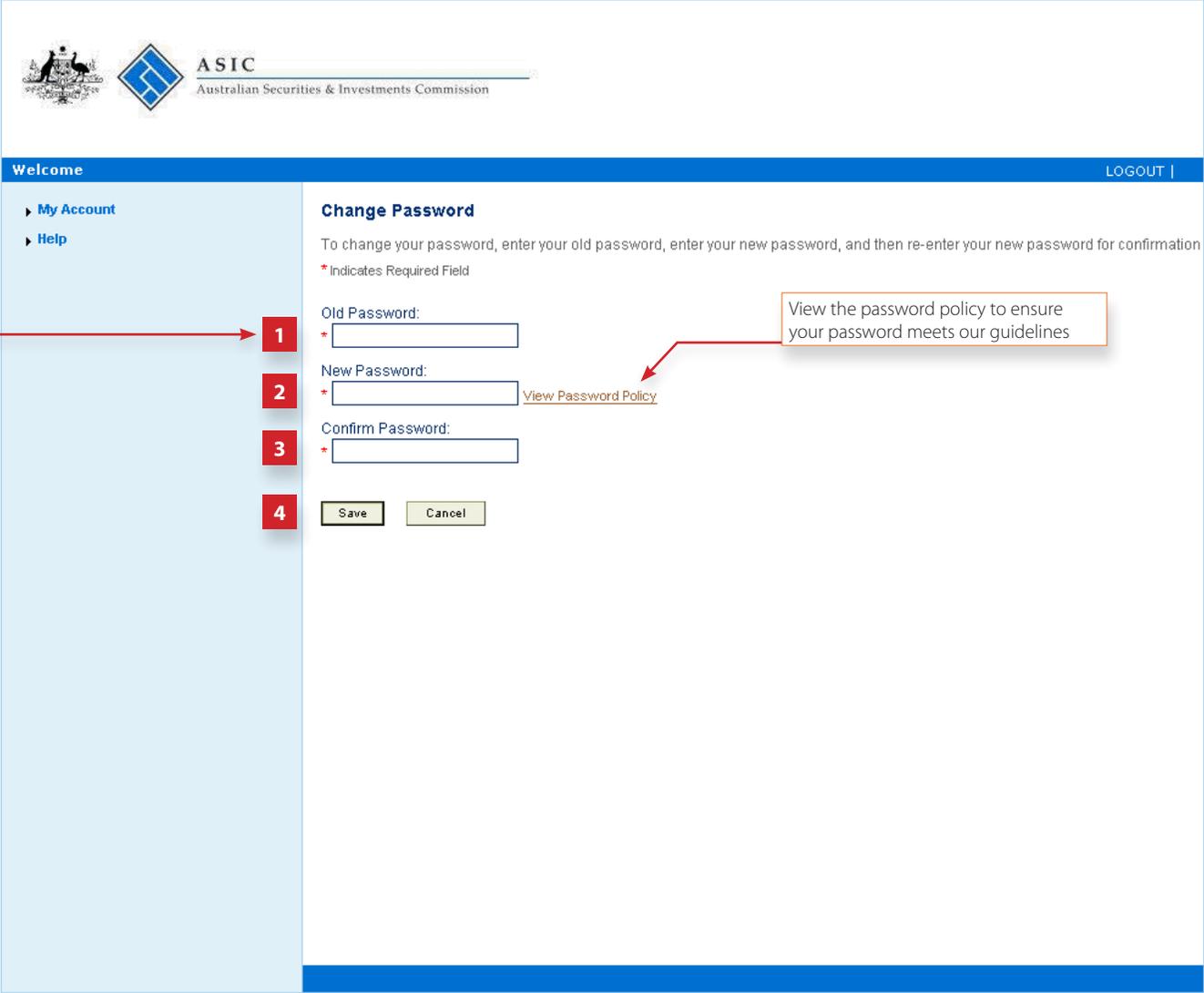
The screenshot displays the ASIC User Administration Portal. At the top left, the ASIC logo and name are visible. A blue navigation bar contains a 'Welcome' message and a 'LOGOUT |' link. A light blue sidebar on the left lists 'My Account' and 'Help'. The main content area features a 'Welcome to the User Administration Portal' message and a 'Manage Your Account' section with three links: 'Account Profile', 'Change Password', and 'Secret Q&A'. A red arrow points from the text on the left to the 'Change Password' link.

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Change password

1. Enter your old password.
2. Enter a new password.
3. Confirm your new password.
4. Select **Save** to finalise the password change.

If you cannot access the password reset function you should speak to your administrator.



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Welcome LOGOUT |

► My Account
► Help

Change Password

To change your password, enter your old password, enter your new password, and then re-enter your new password for confirmation

* Indicates Required Field

Old Password: *

New Password: * [View Password Policy](#)

Confirm Password: *

View the password policy to ensure your password meets our guidelines

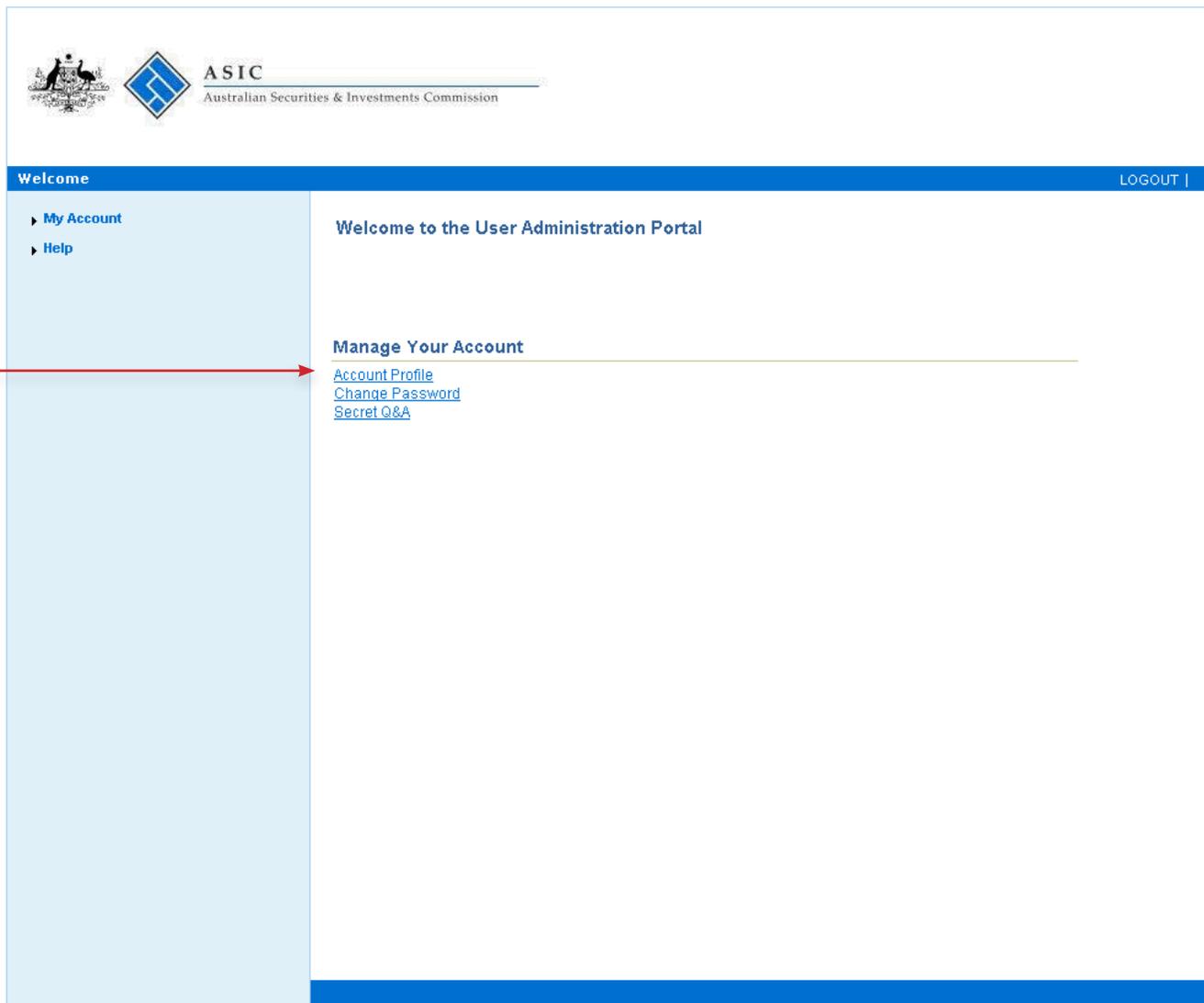
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Account Profile

This section shows how to view or change your account profile

Account profile

Select **Account Profile** under the Manage Your Account options.



The screenshot displays the ASIC User Administration Portal. At the top, the ASIC logo and name are visible. Below the header, a blue navigation bar contains the word "Welcome" on the left and "LOGOUT |" on the right. A light blue sidebar on the left lists "My Account" and "Help". The main content area features a "Welcome to the User Administration Portal" message, followed by a "Manage Your Account" section. Under this section, three links are listed: "Account Profile", "Change Password", and "Secret Q&A". A red arrow from the text on the left points to the "Account Profile" link.

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Account profile

1. Your current account details will be displayed.
2. Select **Modify Account Profile** to make any changes.

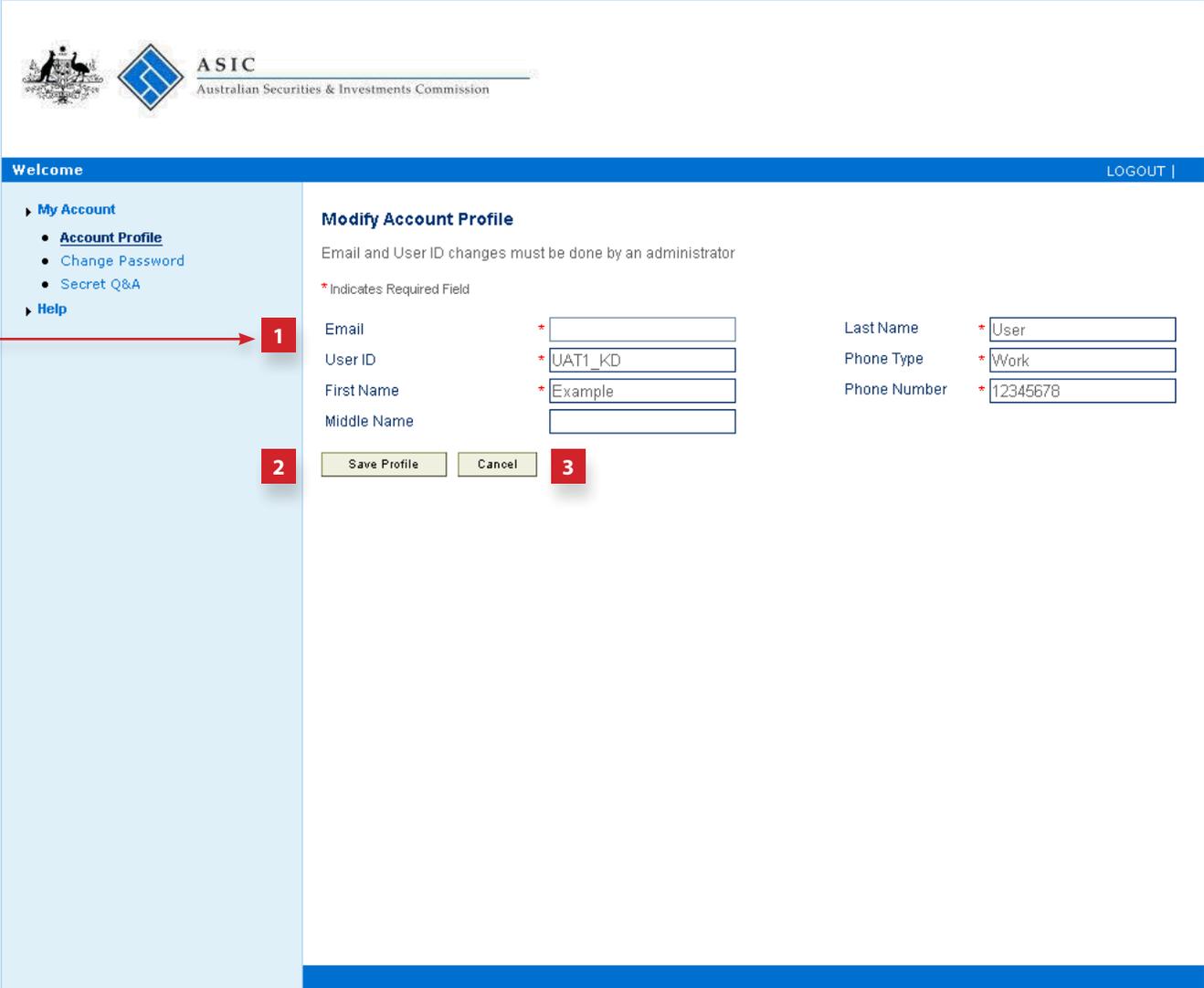
The screenshot shows the ASIC Connect user interface. At the top, there is a header with the ASIC logo and the text 'Australian Securities & Investments Commission'. Below the header is a blue navigation bar with 'Welcome' on the left and 'LOGOUT |' on the right. The main content area is divided into two sections. On the left is a navigation menu with the following items: 'My Account' (expanded), 'Account Profile' (selected), 'Change Password', 'Secret Q&A', and 'Help'. On the right is the 'Account Profile' form, which includes the following fields: 'Email' (empty), 'First Name' (Example), 'Middle Name' (empty), 'Last Name' (User), 'Created On' (20 December 2012), 'Organization' (UAT1), 'Manager' (empty), 'Phone Type' (Work), and 'Phone Number' (51773977). At the bottom of the form is a button labeled 'Modify Account Profile'. Red callout boxes with numbers 1 and 2 are overlaid on the image. Callout 1 points to the 'Account Profile' menu item in the navigation menu. Callout 2 points to the 'Modify Account Profile' button.

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Account profile

Modify account profile

1. Enter changes in the corresponding fields.
2. Select **Save Profile** to record any changes.
3. Select **Cancel** to return to your account profile without making changes.



Welcome LOGOUT |

▶ **My Account**

- **Account Profile**
- [Change Password](#)
- [Secret Q&A](#)

▶ **Help**

Modify Account Profile

Email and User ID changes must be done by an administrator

* Indicates Required Field

Email	*	<input type="text"/>	Last Name	*	<input type="text" value="User"/>
User ID	*	<input type="text" value="UAT1_KD"/>	Phone Type	*	<input type="text" value="Work"/>
First Name	*	<input type="text" value="Example"/>	Phone Number	*	<input type="text" value="12345678"/>
Middle Name		<input type="text"/>			

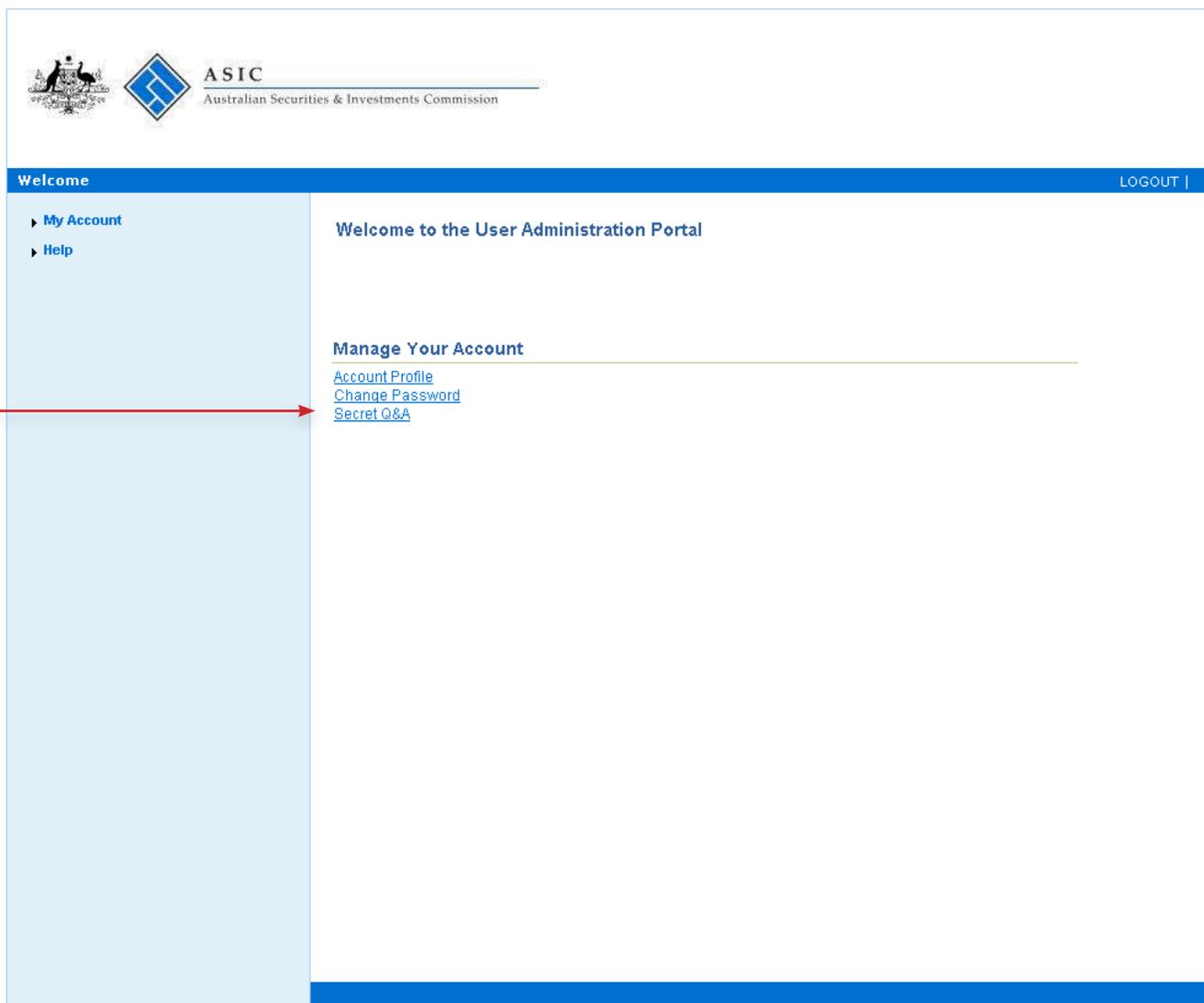
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Secret question and answer

This section shows how to add or change your secret question and answer

Secret question and answer

Select **Secret Q&A** under the Manage Your Account options.



The screenshot displays the ASIC User Administration Portal. At the top, the ASIC logo and name are visible. Below the header, a blue navigation bar contains the word "Welcome" on the left and "LOGOUT |" on the right. A light blue sidebar on the left lists "My Account" and "Help". The main content area features the heading "Welcome to the User Administration Portal" and a section titled "Manage Your Account" with a horizontal line underneath. Under this section, three links are listed: "Account Profile", "Change Password", and "Secret Q&A". A red arrow originates from the text on the left and points to the "Secret Q&A" link.

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Secret question and answer

Select Secret Question

1. Select the box next to the question you would like as your secret question.
2. Click **Select** to continue.

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Welcome LOGOUT |

▶ **My Account**

- Account Profile
- Change Password
- **Secret Q&A**

▶ Help

Select Secret Question

Select 1 question from the following list:

- What is the name of the first organisation that employed you?
- What was the name of your first/only primary school?
- In what city or town was your first job?
- What was the name of your first pet?
- What was the suburb of your first home?
- What was your childhood nickname?

Select Cancel

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Secret question and answer

Provide Secret Answer

1. Enter the answer to your secret question.
2. Select **Save** to record your secret question and answer.
3. Select **Exit** to return to the homepage.
4. Select **Back** to choose another question.

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