

ASIC

User guide

## **ASIC Connect**

### How to log in with an AUSkey

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



# How to log in with an AUSkey

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

- ASIC Connect is the online system used to manage you business name or SMSF auditor registration.
- You can log into ASIC Connect with an AUSkey by following the steps in this user guide.
- You will need to register for an AUSkey and download the software before you can log in. For information on how to obtain an AUSKey, visit https://abr.gov.au/AUSkey.
- Using an AUSkey to log in is optional. You can choose to log in with a username and password.
- Further assistance with logging into ASIC Connect with an AUSkey - or completing transactions in ASIC Connect - can be accessed via the <a href="help">telp</a> button at the top right-hand side of the screen.



### Before you start

To submit transactions for a business, you must ensure the registration holder's ABN is:

- recorded on the ASIC register, and
- the same ABN as is registered to the AUSkey\*.

If it does not match, or isn't recorded on our registers yet, the business will not be linked to your account.

This table shows whether you can use your AUSkey with ASIC Connect.

\*If you do not know the ABN registered to your AUSkey, contact the Australian Business Register.

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lf you are	And your ABN	Then			
a business name holder	<ul> <li>is recorded on the ASIC register, and</li> <li>matches the ABN registered to your AUSkey.</li> </ul>	You can log in with your AUSkey immediately.			
	Check now				
a business name holder	<ul> <li>is recorded on the ASIC register, but</li> <li>does not match the ABN registered to your AUSkey.</li> </ul>	<ul> <li>Your registration will not be linked to your account. You will need to:</li> <li>check you have used the correct AUSkey and try again, or</li> <li>log in to ASIC Connect with a username and password.</li> </ul>			
a business name holder	is not recorded on the ASIC register for your business name. Check now	<ul> <li>You will need to add your ABN to the register. You can do this in two ways:</li> <li>Already have an ASIC Connect account? Submit the Add ABN transaction online and update the register now, or</li> <li>Complete the Add an ABN for a business name holder transaction in paper.</li> <li>Once complete, your business name will appear when you log in with your AUSkey.</li> </ul>			
not yet a business name holder	N/A	You can log in with your AUSkey to complete a business name registration.			
an SMSF auditor (individuals only)	<ul> <li>is held by you as an individual</li> <li>is recorded on the ASIC register, and</li> <li>matches the ABN registered to your AUSkey.</li> </ul>	You can log in with your AUSkey immediately.			
an SMSF auditor (individuals only)	<ul> <li>is held by you as an individual</li> <li>is recorded on the ASIC register, but</li> <li>does not match the ABN registered to your AUSkey.</li> </ul>	<ul> <li>Your registration will not be linked to your account. You will need to:</li> <li>check you have used the correct AUSkey and try again, or</li> <li>log in to ASIC Connect with a username and password.</li> </ul>			
an SMSF auditor (individuals only)	<ul> <li>is held by you as an individual, but</li> <li>is not recorded on the ASIC register for your business.</li> </ul>	Send a web query to update your ABN details. You must include your ASIC key and SMSF auditor number. Send a web query to update your details now. Once complete, your SMSF auditor registration will be linked to your ASIC Connect account.			
not yet registered as an SMSF auditor	N/A	You can log in with your AUSkey to complete an SMSF auditor registration			



#### **Getting started**

Visit our website at www.asic.gov.au. Click on the blue **ASIC Connect** box. This will take you to ASIC Connect.



How to log in with an AUSkey





#### **Getting started**

1. In the Log in to ASIC Connect box, select **AUSkey**.



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#### How to log in with an AUSkey



### Select your AUSkey

1. Select your AUSkey from the drop down list.

**Note:** If your AUSkey does not appear in the menu, check the relevant software has been downloaded on your comupter. Visit https://abr.gov.au/AUSkey for more information.

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How to log in with an AUSkey

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Accessibility	Copyright	Disclaimer	Security and Privacy	Glossary Help



### Select your AUSkey

- 1. Enter your AUSkey password.
- 2. Select Continue.

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#### How to log in with an AUSkey



#### Accept the terms and conditions (Initial log in only)

- 1. Tick the box to confirm you have read and accept the terms and conditions of ASIC's Electronic Lodgement Protocol.
- 2. Select **Next** to continue.



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#### How to log in with an AUSkey



#### Home screen

You are now logged in to ASIC Connect.

Businesses that have the same ABN as the one registered to your AUSkey will be automatically linked to your account.

**Note:** If the ABN registered to your AUSkey is not recorded on our registers, your business name or SMSF auditor registration will not be linked to your ASIC Connect account.

See page 3 of this guide for more information on how to check whether you can use your AUSkey with ASIC Connect.

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#### How to log in with an AUSkey

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Image: Select the select					<ul> <li>Register a business name</li> <li>Renew a business name</li> <li>Apply for an SMSF auditor registration</li> <li>Check business name availability</li> </ul>	or		
Business	Transaction reference number	Description	Transaction status	Payment status	Actions		Search ASIC registers	
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