



ASIC

Connect

User guide

ASIC Connect

How to request an ASIC key

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

How to request an ASIC key

- [ASIC Connect](#) is the online system used to manage your business name or approved SMSF auditor registration.
- Your ASIC key safeguards your personal information when you first set up an [ASIC Connect](#) account, by ensuring that only you, or those authorised to act on your behalf, can access your account.
- Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.
- Visit our [support page](#) for more user guides about other [ASIC Connect](#) transactions.

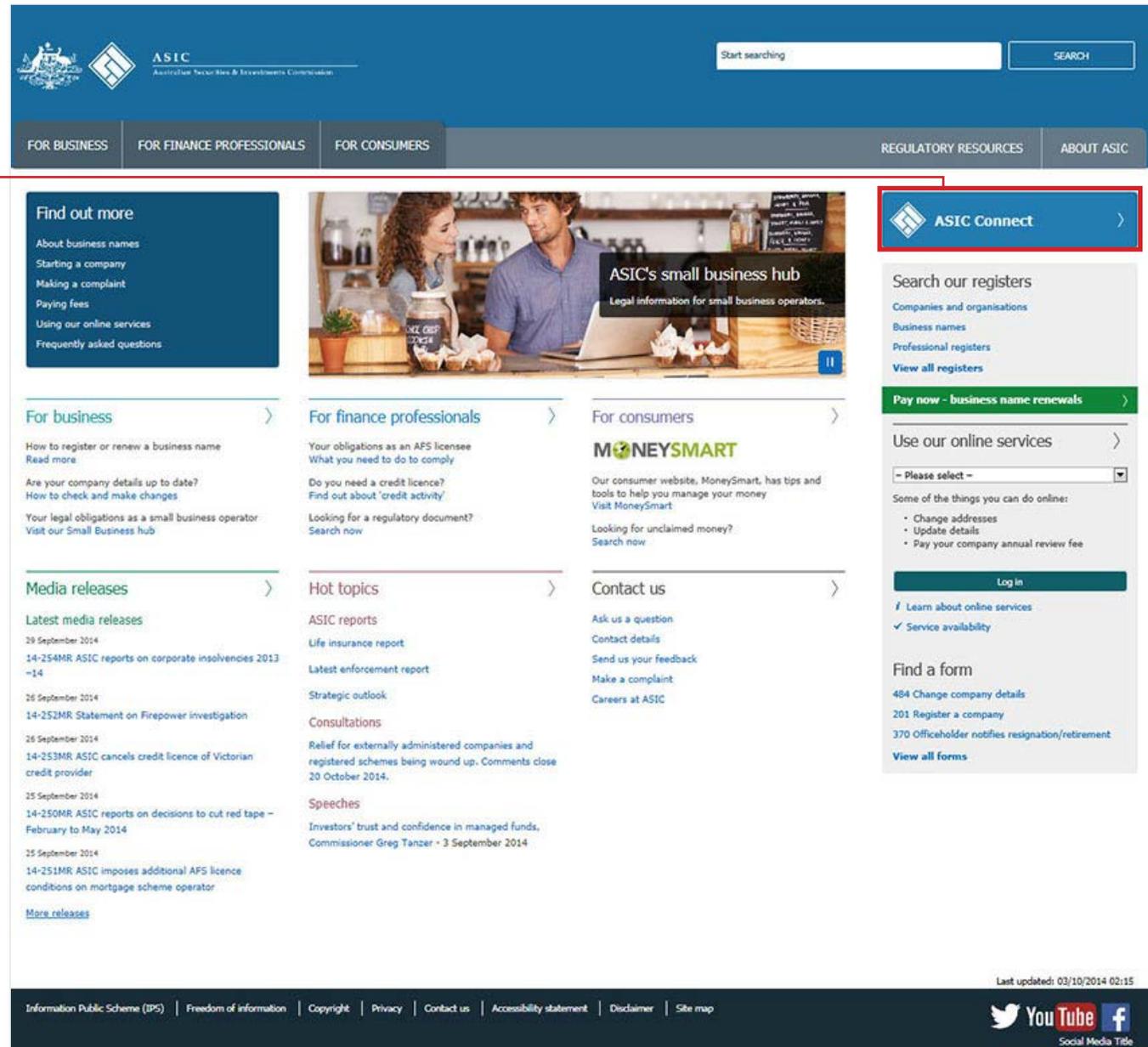
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Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



The screenshot shows the ASIC website homepage. At the top, there is a search bar with the text "Start searching" and a "SEARCH" button. Below the search bar is a navigation menu with tabs for "FOR BUSINESS", "FOR FINANCE PROFESSIONALS", "FOR CONSUMERS", "REGULATORY RESOURCES", and "ABOUT ASIC".

The main content area is divided into several sections:

- Find out more:** A dark blue box containing links for "About business names", "Starting a company", "Making a complaint", "Paying fees", "Using our online services", and "Frequently asked questions".
- ASIC's small business hub:** A banner image of a man and a woman in a cafe setting, with the text "ASIC's small business hub" and "Legal information for small business operators." Below the image is a "Pay now - business name renewals" button.
- For business:** A section with a right-pointing arrow, containing links for "How to register or renew a business name", "Are your company details up to date?", and "Your legal obligations as a small business operator".
- For finance professionals:** A section with a right-pointing arrow, containing links for "Your obligations as an AFS licensee" and "Looking for a regulatory document?".
- For consumers:** A section with a right-pointing arrow, featuring the "MONEYSMART" logo and links for "Our consumer website" and "Looking for unclaimed money?".
- Media releases:** A section with a right-pointing arrow, listing "Latest media releases" with dates and titles such as "14-254MR ASIC reports on corporate insolvencies 2013-14".
- Hot topics:** A section with a right-pointing arrow, listing "ASIC reports", "Latest enforcement report", "Strategic outlook", "Consultations", and "Speeches".
- Contact us:** A section with a right-pointing arrow, containing links for "Ask us a question", "Contact details", "Send us your feedback", "Make a complaint", and "Careers at ASIC".
- Search our registers:** A section on the right side of the page, containing links for "Companies and organisations", "Business names", "Professional registers", and "View all registers".
- Use our online services:** A section on the right side of the page, containing a dropdown menu and links for "Change addresses", "Update details", and "Pay your company annual review fee".
- Find a form:** A section on the right side of the page, containing links for "484 Change company details", "201 Register a company", and "370 Officeholder notifies resignation/retirement".

At the bottom of the page, there is a footer with the text "Information Public Scheme (IPS) | Freedom of information | Copyright | Privacy | Contact us | Accessibility statement | Disclaimer | Site map" and social media icons for YouTube and Facebook.

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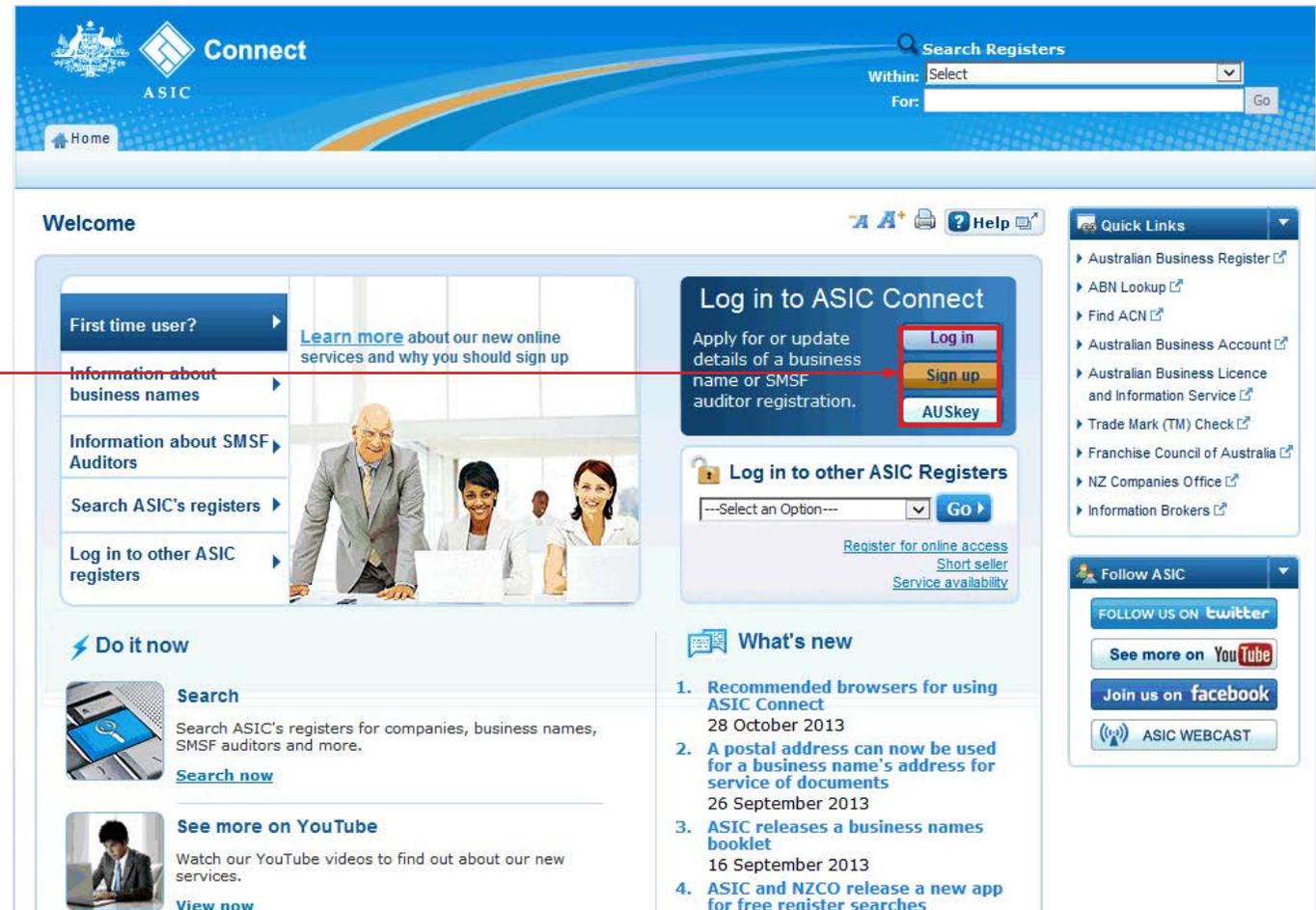
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Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account, select **Sign up**.

You can also choose to log in with an **AUSkey**.



The screenshot shows the ASIC Connect website interface. At the top, there is a search bar for registers and a home button. The main content area is titled 'Welcome' and features a navigation menu on the left with options like 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. The central focus is the 'Log in to ASIC Connect' section, which includes a 'Log in' button, a 'Sign up' button, and an 'AUSkey' button. Below this is a section for 'Log in to other ASIC Registers' with a dropdown menu and a 'Go' button. The right sidebar contains 'Quick Links' for various services and 'Follow ASIC' social media links. The bottom section includes 'Do it now' with a search prompt and 'What's new' with a list of recent updates.

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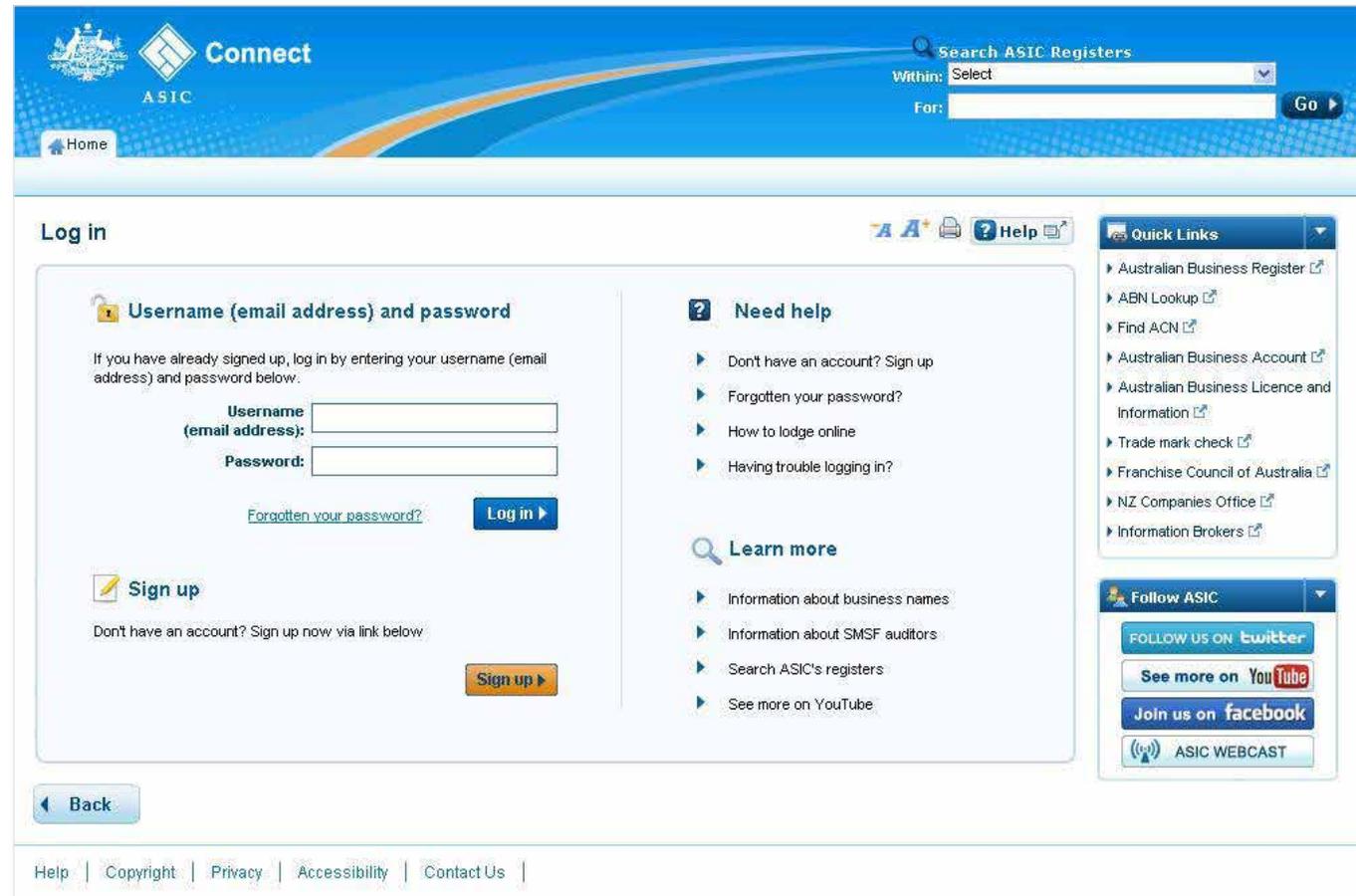
[How to request an ASIC key](#)

Log in

Log in using your email address and password.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide [How to sign up for an ASIC Connect account](#).



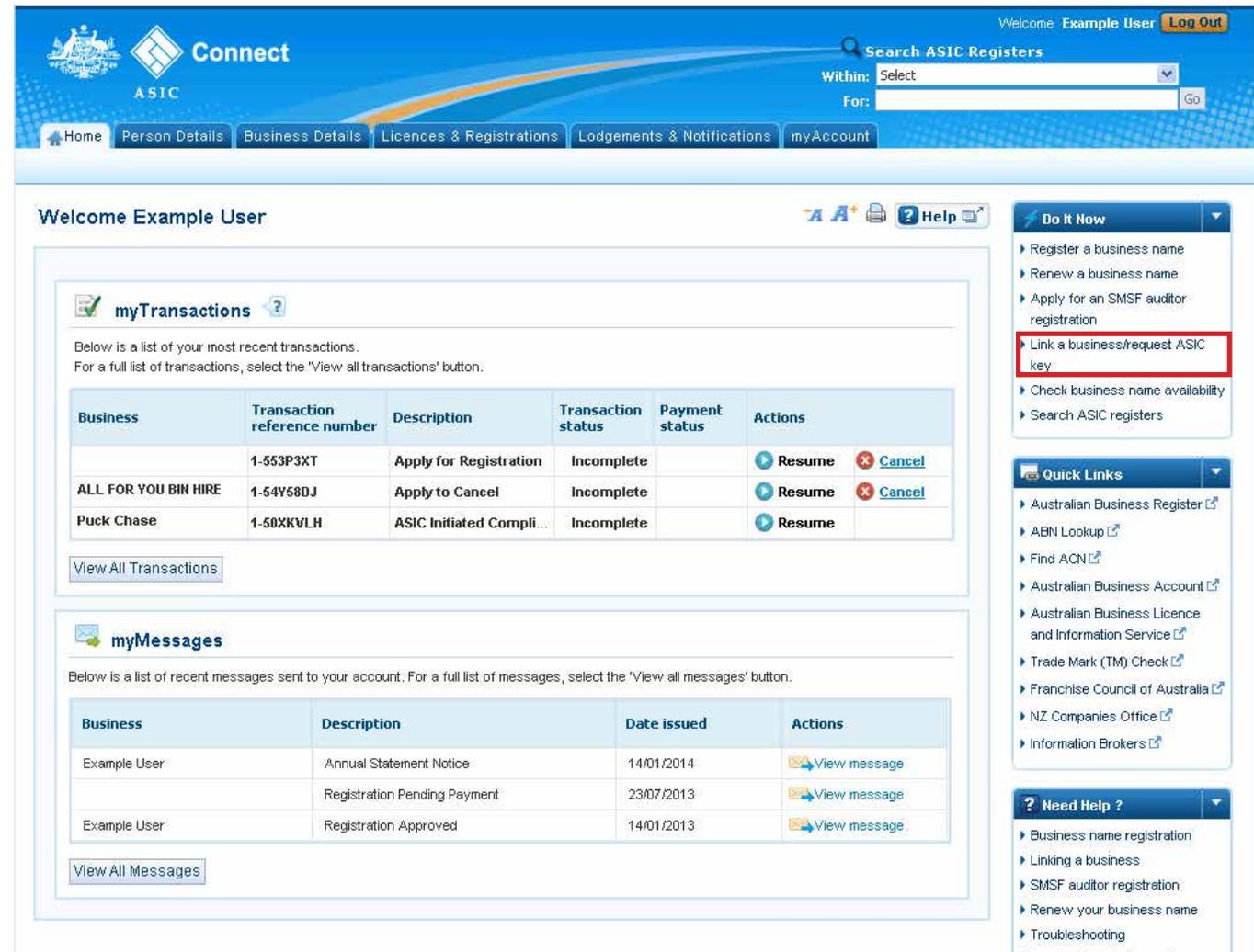
The screenshot shows the ASIC Connect login page. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for ASIC registers. Below the navigation bar is a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. To the right of the login form is a 'Need help' section with links for 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below that is a 'Learn more' section with links for 'Information about business names', 'Information about SMSF auditors', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there are 'Quick Links' and 'Follow ASIC' sections with social media buttons for Twitter, YouTube, Facebook, and an ASIC Webcast button. At the bottom, there is a 'Back' button and a footer with links for 'Help', 'Copyright', 'Privacy', 'Accessibility', and 'Contact Us'.

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[How to request an ASIC key](#)

Requesting an ASIC key

Under the *Do It Now* box on the right-hand side, select **Link a business/request ASIC key**.



The screenshot shows the ASIC Connect user interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. Below this is a search bar for ASIC registers and a navigation menu with options like Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount.

The main content area is titled 'Welcome Example User'. It features a 'myTransactions' section with a table of recent transactions and a 'myMessages' section with a table of recent messages. On the right-hand side, there is a 'Do It Now' sidebar with a list of actions. The action 'Link a business/request ASIC key' is highlighted with a red box. Below this sidebar are 'Quick Links' and 'Need Help?' sections.

myTransactions

Below is a list of your most recent transactions. For a full list of transactions, select the 'View all transactions' button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
	1-553P3XT	Apply for Registration	Incomplete		Resume Cancel
ALL FOR YOU BIN HIRE	1-54Y58DJ	Apply to Cancel	Incomplete		Resume Cancel
Puck Chase	1-50XKVLH	ASIC Initiated Compli...	Incomplete		Resume

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the 'View all messages' button.

Business	Description	Date issued	Actions
Example User	Annual Statement Notice	14/01/2014	View message
	Registration Pending Payment	23/07/2013	View message
Example User	Registration Approved	14/01/2013	View message

[View All Messages](#)

Do It Now

- Register a business name
- Renew a business name
- Apply for an SMSF auditor registration
- Link a business/request ASIC key**
- Check business name availability
- Search ASIC registers

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade Mark (TM) Check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

Need Help?

- Business name registration
- Linking a business
- SMSF auditor registration
- Renew your business name
- Troubleshooting

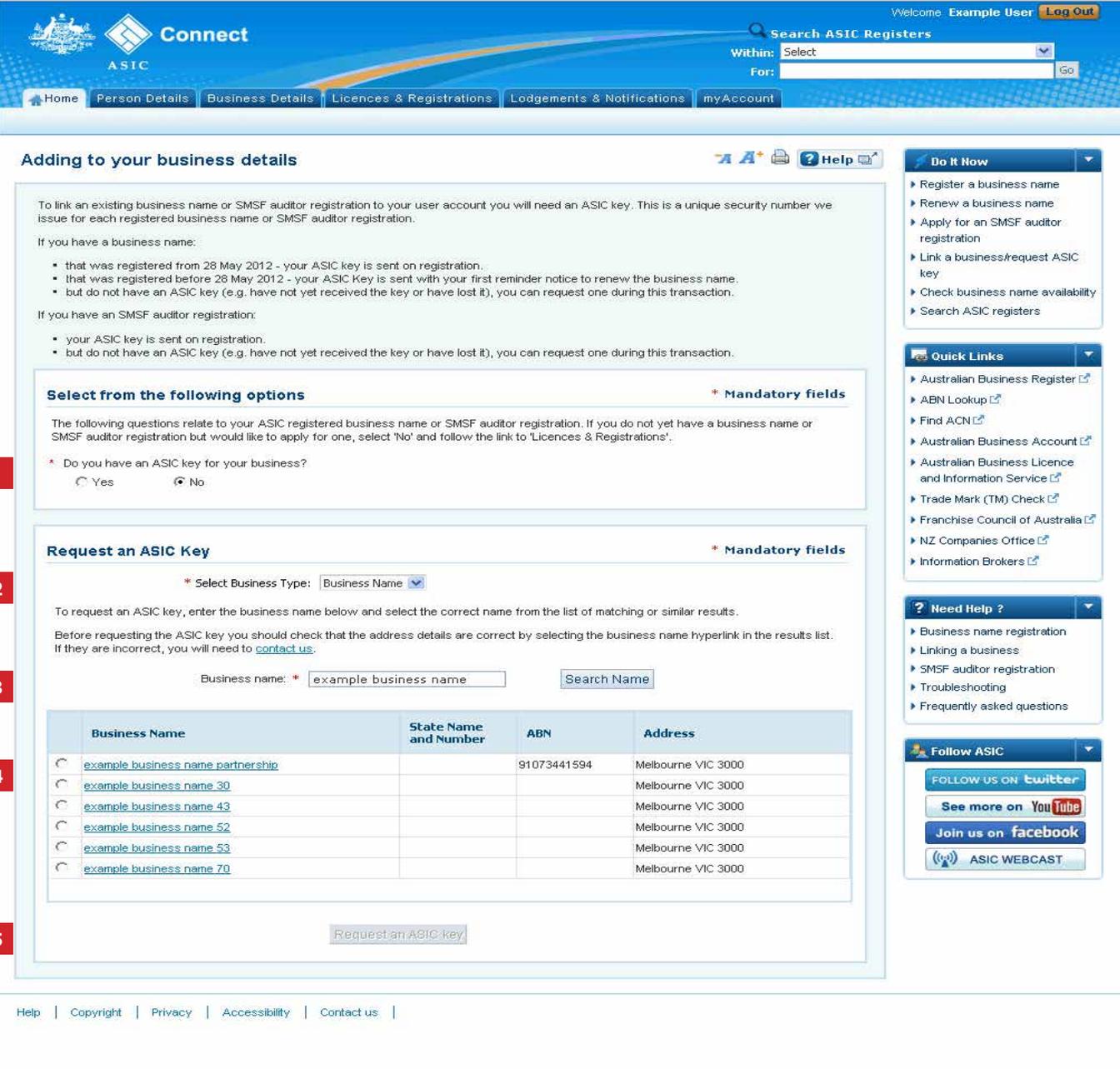
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[How to request an ASIC key](#)

Requesting an ASIC key

For Business name holders

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **Business Name** from the drop-down box.
3. Enter your business name and select **Search name**.
4. Select the correct name from the list of matching or similar results.
5. Select **Request an ASIC key**.



Welcome **Example User** [Log Out](#)

Search ASIC Registers
Within: Select
For: Go

Home | **Person Details** | Business Details | Licences & Registrations | Lodgements & Notifications | myAccount

Adding to your business details

To link an existing business name or SMSF auditor registration to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name or SMSF auditor registration.

If you have a business name:

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you have an SMSF auditor registration:

- your ASIC key is sent on registration.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

Select from the following options * Mandatory fields

The following questions relate to your ASIC registered business name or SMSF auditor registration. If you do not yet have a business name or SMSF auditor registration but would like to apply for one, select 'No' and follow the link to 'Licences & Registrations'.

1. * Do you have an ASIC key for your business?
 Yes No

Request an ASIC Key * Mandatory fields

* Select Business Type:

To request an ASIC key, enter the business name below and select the correct name from the list of matching or similar results.
 Before requesting the ASIC key you should check that the address details are correct by selecting the business name hyperlink in the results list. If they are incorrect, you will need to [contact us](#).

Business name: *

	Business Name	State Name and Number	ABN	Address
<input type="radio"/>	example business name partnership		91073441594	Melbourne VIC 3000
<input type="radio"/>	example business name 30			Melbourne VIC 3000
<input type="radio"/>	example business name 43			Melbourne VIC 3000
<input type="radio"/>	example business name 52			Melbourne VIC 3000
<input type="radio"/>	example business name 53			Melbourne VIC 3000
<input type="radio"/>	example business name 70			Melbourne VIC 3000

5.

Help | Copyright | Privacy | Accessibility | Contact us

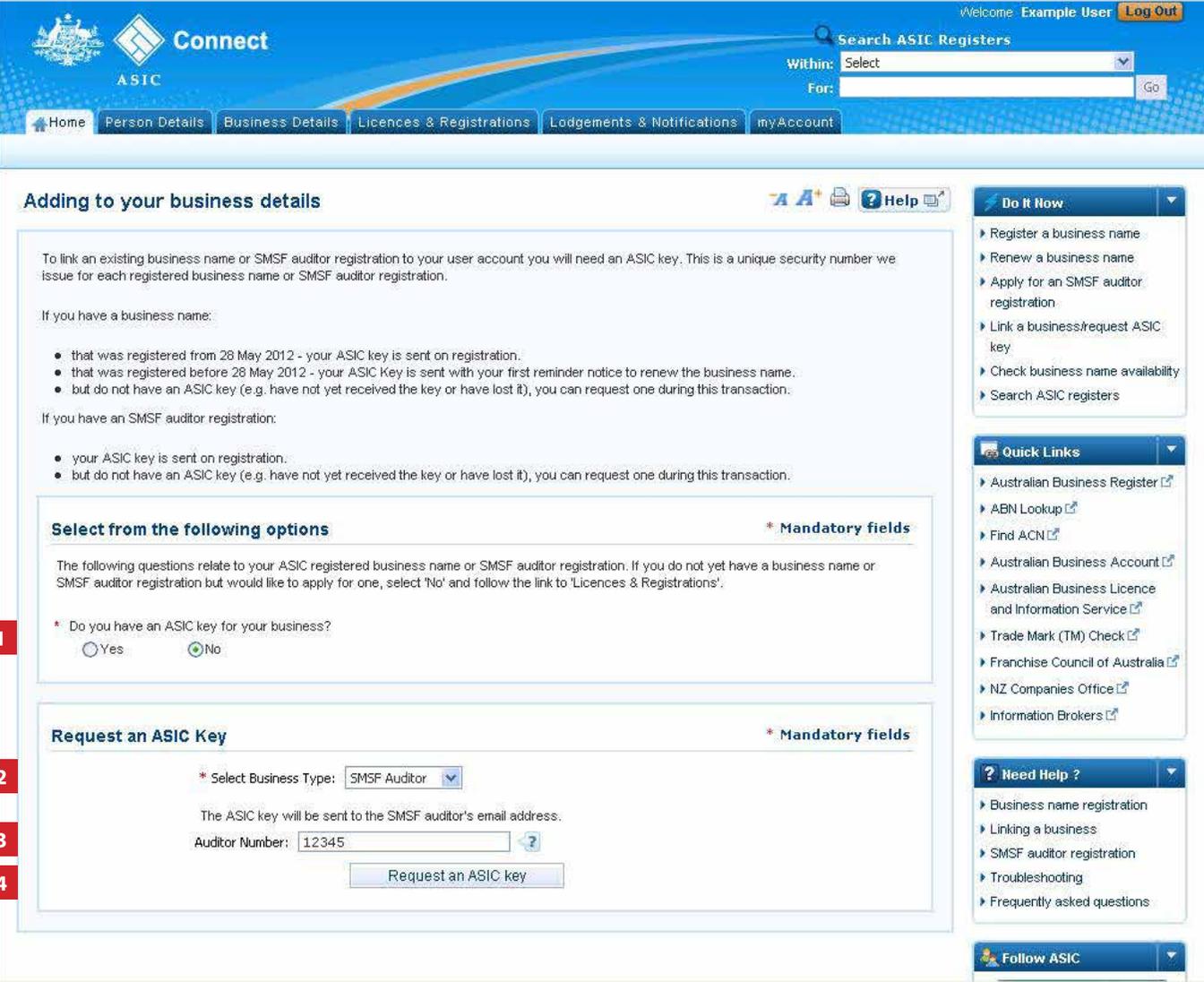
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How to request an ASIC key

Requesting an ASIC key

For SMSF auditors

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **SMSF Auditor** from the drop-down box.
3. Enter your auditor number.
4. Select **Request an ASIC key**.



Adding to your business details

To link an existing business name or SMSF auditor registration to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name or SMSF auditor registration.

If you have a business name:

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you have an SMSF auditor registration:

- your ASIC key is sent on registration.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

Select from the following options * Mandatory fields

The following questions relate to your ASIC registered business name or SMSF auditor registration. If you do not yet have a business name or SMSF auditor registration but would like to apply for one, select 'No' and follow the link to 'Licences & Registrations'.

1 *** Do you have an ASIC key for your business?**

Yes No

Request an ASIC Key * Mandatory fields

* Select Business Type:

The ASIC key will be sent to the SMSF auditor's email address.

3 Auditor Number:

4

Do It Now

- ▶ Register a business name
- ▶ Renew a business name
- ▶ Apply for an SMSF auditor registration
- ▶ Link a business/request ASIC key
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade Mark (TM) Check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help?

- ▶ Business name registration
- ▶ Linking a business
- ▶ SMSF auditor registration
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

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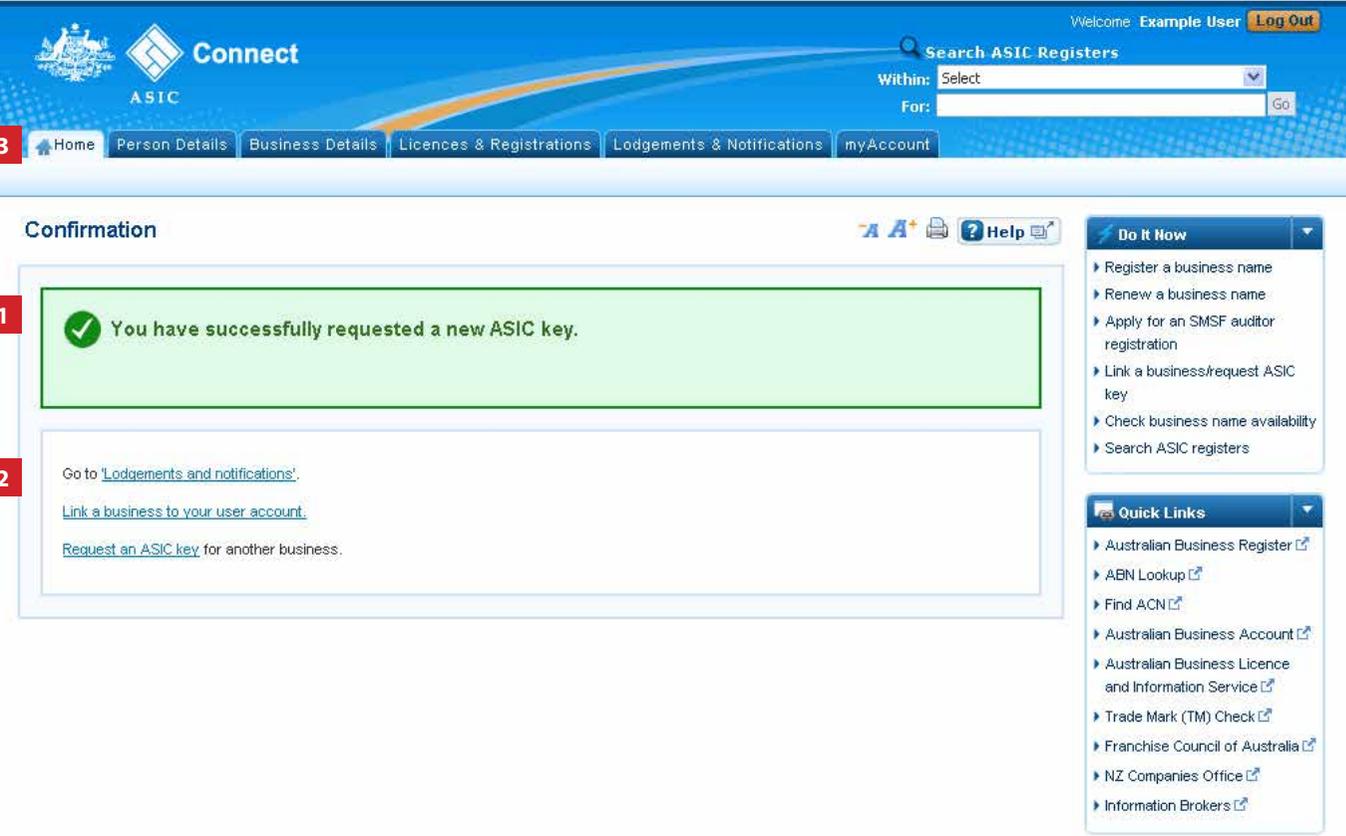
Confirmation

1. This screen confirms your transaction has been submitted.
2. Select one of the links for more information about other services.

OR

3. Select **Home** to return to the ASIC Connect homepage.

Note: The ASIC key will be sent to the email address currently recorded for the business. If an email address has not been provided, the ASIC key will be sent to the address for service of documents listed on the register.



The screenshot displays the ASIC Connect 'Confirmation' page. At the top, there is a navigation menu with links for Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. A search bar for ASIC registers is also present. The main content area features a green confirmation box with a checkmark icon and the text: "You have successfully requested a new ASIC key." Below this box, there are three links: "Go to 'Lodgements and notifications'", "Link a business to your user account", and "Request an ASIC key for another business". On the right side, there are two sidebars: "Do It Now" with links like "Register a business name" and "Search ASIC registers", and "Quick Links" with links like "Australian Business Register" and "ABN Lookup".

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