



ASIC

**Connect**

User guide

# ASIC Connect - authorised representatives

**How to sign up for an ASIC Connect account and link authorised representatives**

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

## How to sign up for an ASIC Connect account and link authorised representatives

There are three steps to complete before you can use [ASIC Connect](#) to notify appointments of authorised representatives or financial advisers:

1. Sign up for an ASIC Connect account. You can create as many [ASIC Connect](#) accounts as you or your organisation need.
2. Request an ASIC key.
3. Using the ASIC key, link the authorised representative(s) to your [ASIC Connect](#) account.

Further assistance about using [ASIC Connect](#) can be accessed via the  button at the top right-hand side of the screen.

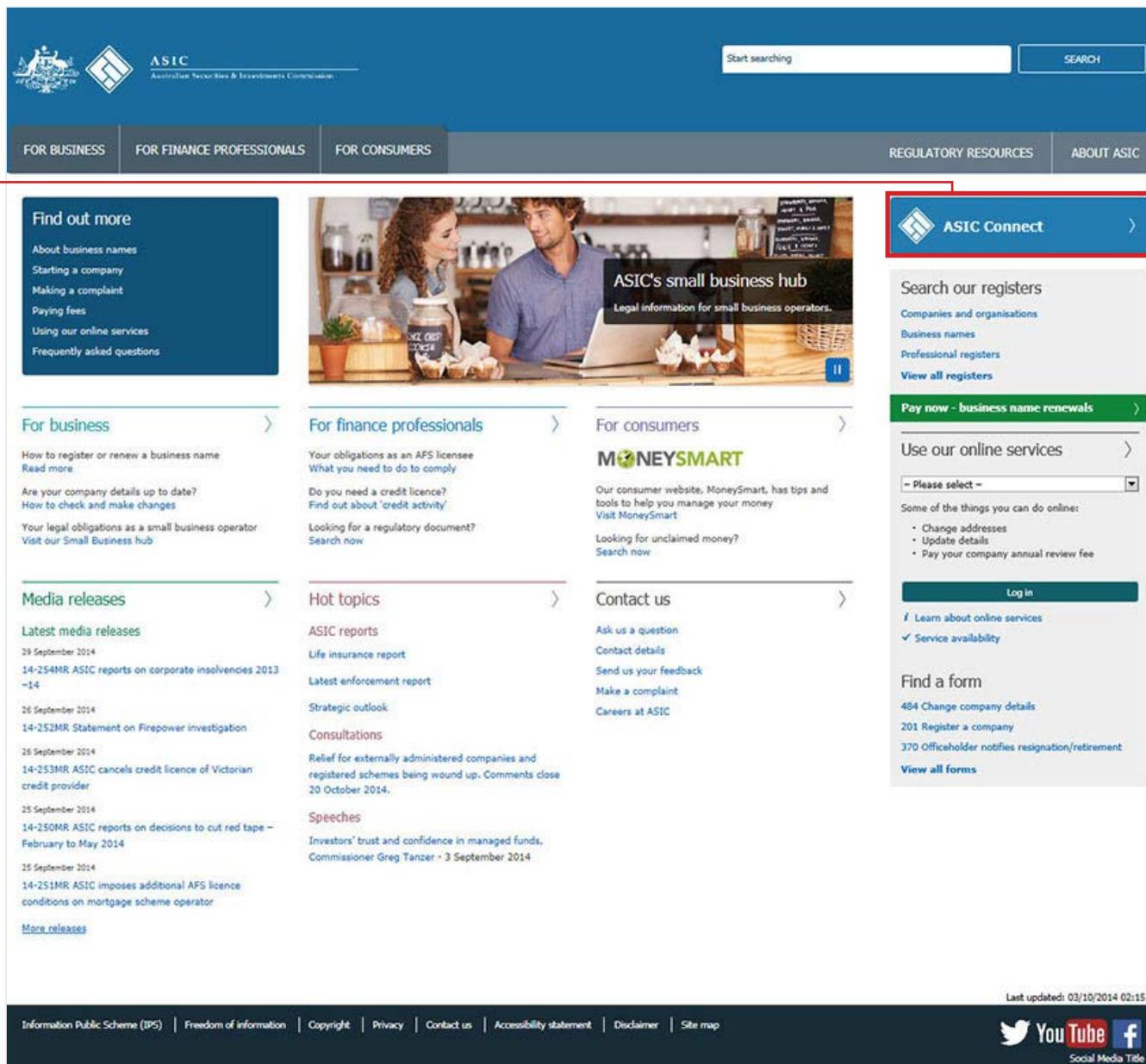
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# Get started

Visit our website at [www.asic.gov.au](http://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 and navigation tabs for 'FOR BUSINESS', 'FOR FINANCE PROFESSIONALS', 'FOR CONSUMERS', 'REGULATORY RESOURCES', and 'ABOUT ASIC'. A red box highlights the 'ASIC Connect' button in the right-hand navigation menu. Below the navigation, there are several content sections: 'Find out more' with links to business names, starting a company, complaints, fees, online services, and FAQs; 'ASIC's small business hub' featuring a video thumbnail; 'For business', 'For finance professionals', and 'For consumers' sections with various links and resources; 'Media releases' with a list of recent news items; 'Hot topics' with reports and consultations; 'Contact us' with a question form and feedback options; and 'Search our registers' with links to various business registers. At the bottom, there is a footer with legal information and social media links.

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[How to sign up for an ASIC Connect account and link authorised representatives](#)

# Sign up

Select **Sign up** in the blue ASIC Connect box.



The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar is located on the right side of the header. Below the header, the main content area is divided into several sections:

- Welcome:** Contains a 'First time user?' section with a 'Learn more' link, a 'Log in to ASIC Connect' section with 'Log in', 'Sign up', and 'AUSKey' buttons, and a 'Log in to other ASIC Registers' section.
- Do it now:** Includes a 'Search' section with a 'Search now' link and a 'See more on YouTube' section with a 'View now' link.
- What's new:** Lists four recent updates, including recommended browsers, postal address changes, and new booklets/apps.
- Quick Links:** A vertical list of links for various services like Australian Business Register, ABN Lookup, and Find ACN.
- Follow ASIC:** Social media links for Twitter, YouTube, Facebook, and an ASIC WEBCAST button.

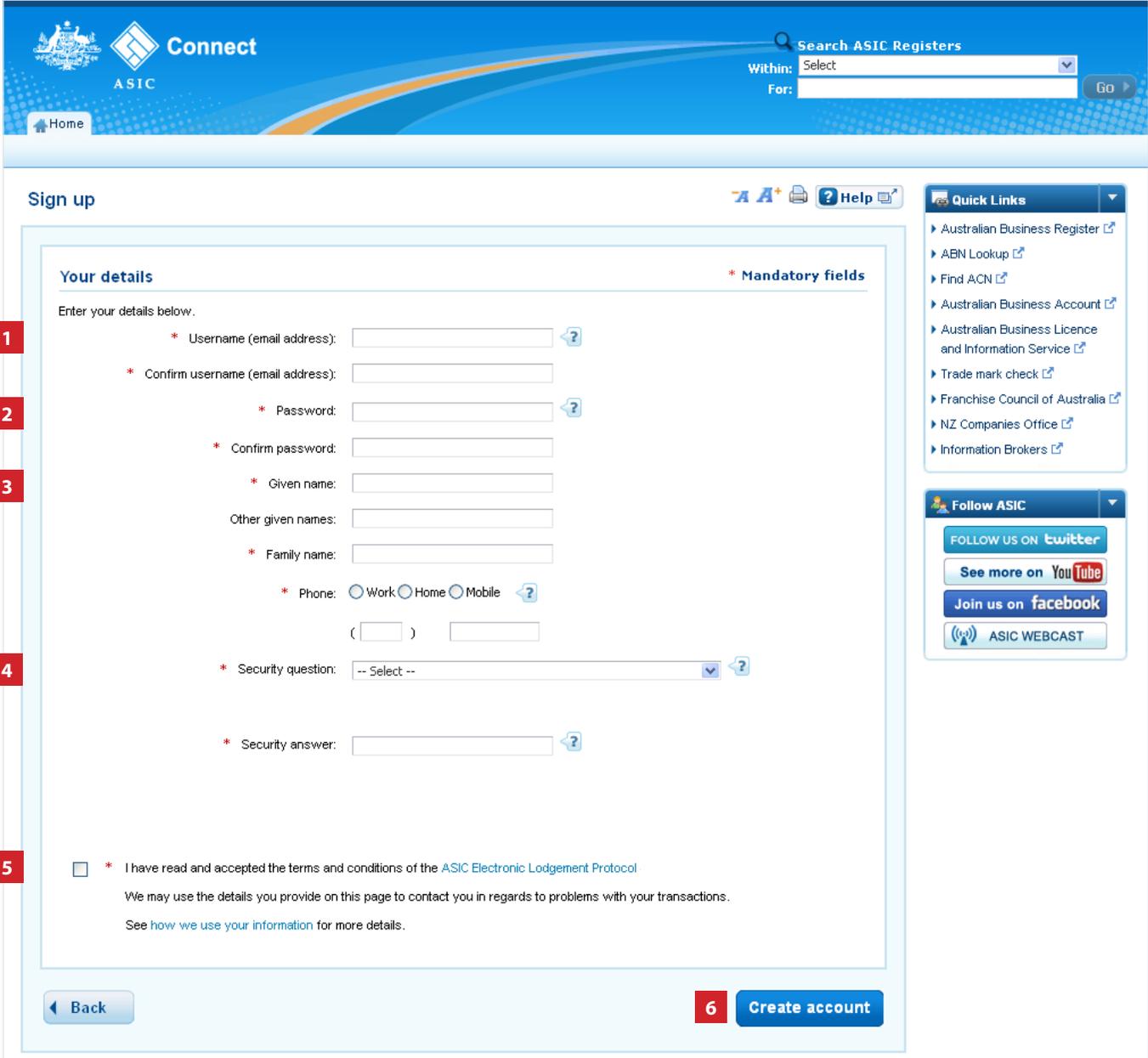
A red line originates from the 'Sign up' text on the left and points to the 'Sign up' button in the 'Log in to ASIC Connect' section.

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[How to sign up for an ASIC Connect account and link authorised representatives](#)

## Sign up

1. Enter your email address. This will become your username.
2. Enter a password that is a minimum length of nine characters, consisting of three of the following - lowercase (a-z) and uppercase (A-Z) alphabetic characters, numeric characters (0-9) or special characters (!\$#%). It cannot contain any two consecutive characters that appear in your user ID, first name or last name. It must not be one of your previous eight passwords.
3. Enter your personal details (given name, family name, phone).
4. Select a security question from the drop-down box and enter the answer.
5. Tick the box to confirm you have read and accept the terms and conditions.
6. Select **Create account** to continue.



**Sign up**

**Your details** \* Mandatory fields

Enter your details below.

\* Username (email address):

\* Confirm username (email address):

\* Password:

\* Confirm password:

\* Given name:

Other given names:

\* Family name:

\* Phone:  Work  Home  Mobile

\* Security question: -- Select --

\* Security answer:

\* I have read and accepted the terms and conditions of the [ASIC Electronic Lodgement Protocol](#). We may use the details you provide on this page to contact you in regards to problems with your transactions. See [how we use your information](#) for more details.

[Back](#) [Create account](#)

**Quick Links**

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade mark check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

**Follow ASIC**

FOLLOW US ON [twitter](#)

See more on [YouTube](#)

Join us on [facebook](#)

ASIC WEBCAST

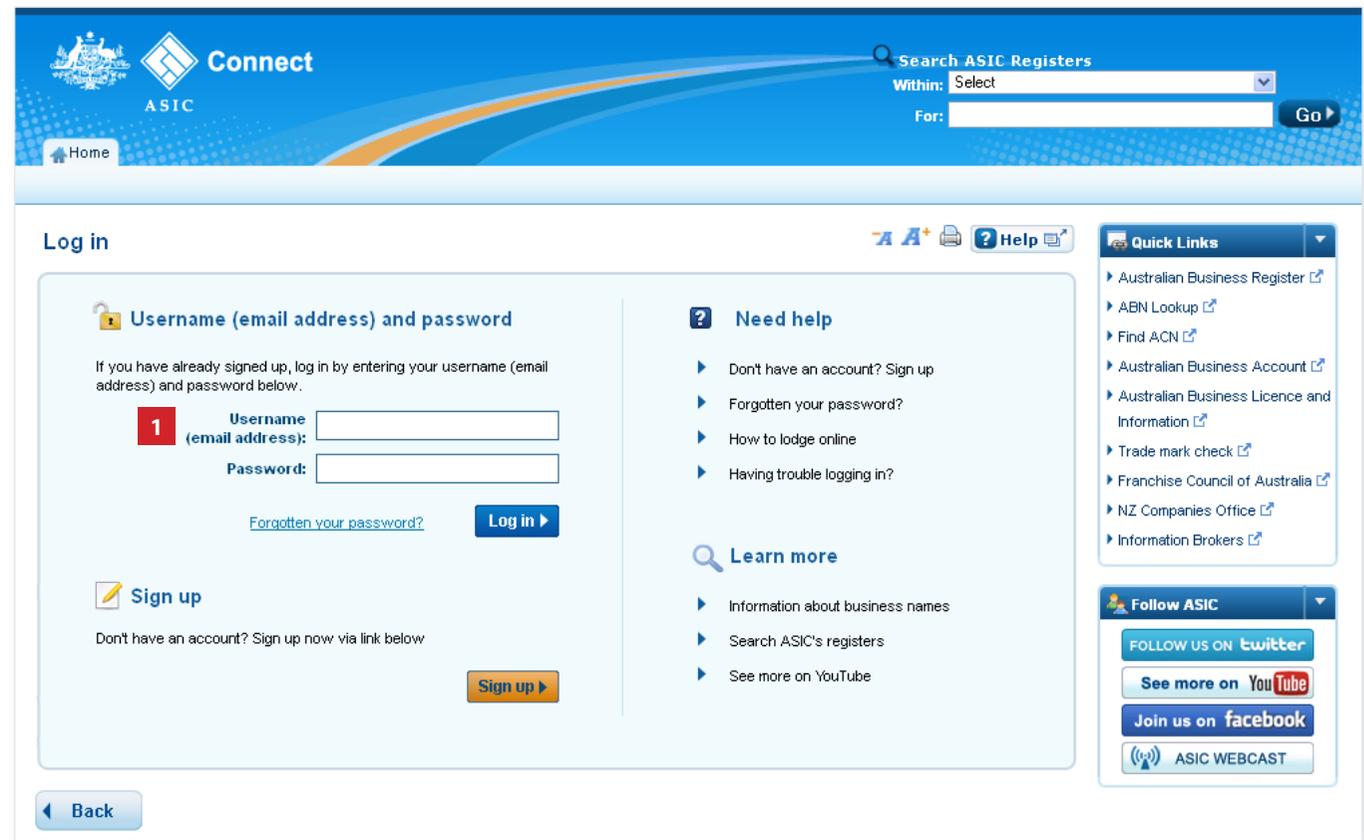
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## Log in

We will send an activation email to the email address you provided. This can take up to 15 minutes to reach you depending on your email provider.

After you receive your email, open it, and click on the **Activate ASIC Connect account** link. If this does not work, you can copy and paste the link from your email into your web browser.

1. Log in using your email address and password provided on previous screen.



The screenshot shows the ASIC Connect login interface. 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 red box with the number '1' highlights the username field. There are links for 'Forgotten your password?' and a 'Log in' button. Below the login form is a 'Sign up' section with 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', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there are 'Quick Links' and 'Follow ASIC' sections with various service links and social media buttons.

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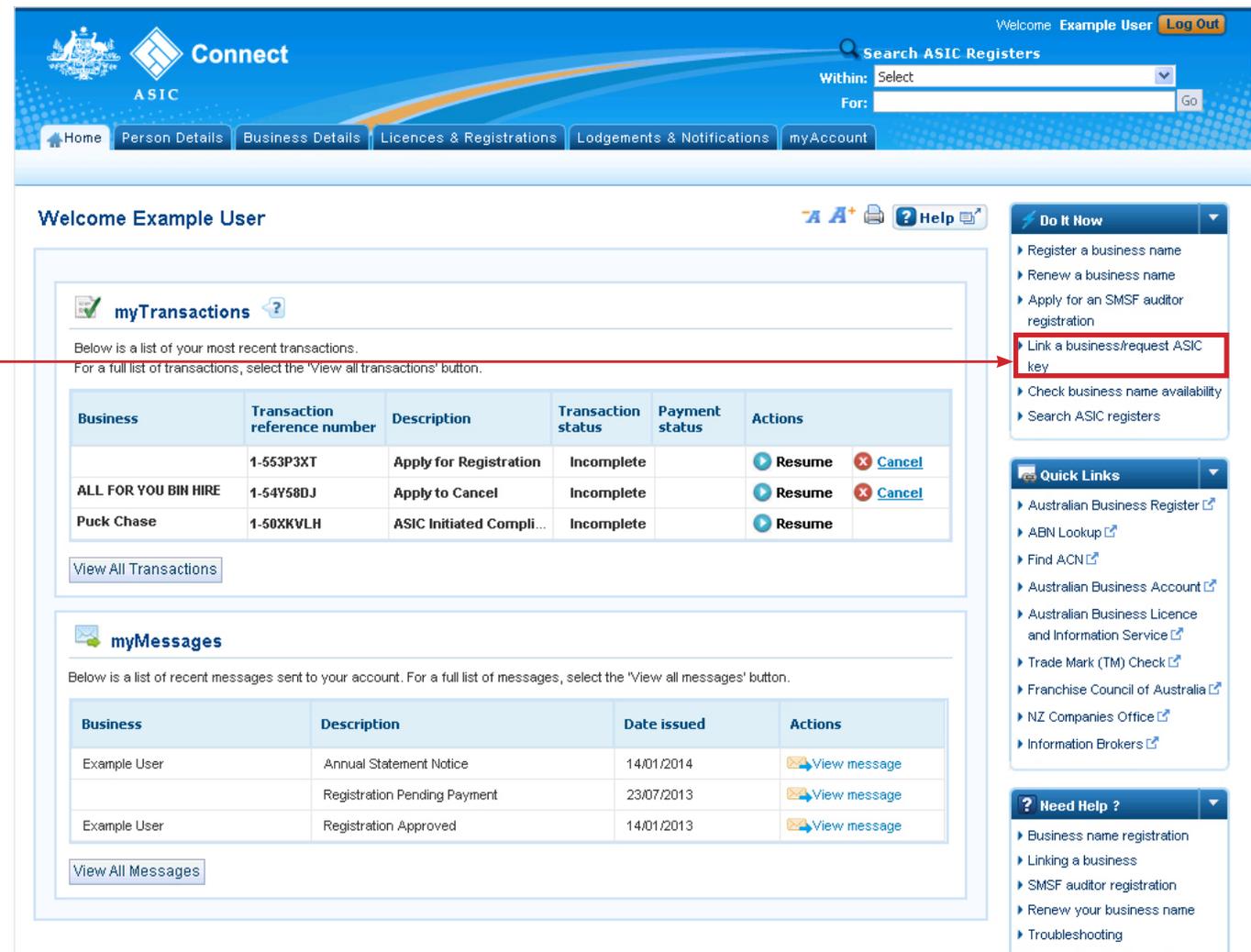
[How to sign up for an ASIC Connect account and link authorised representatives](#)

## Requesting an ASIC key

Before you can link the authorised representative to your account, you will need to request an ASIC key.

The [ASIC key](#) is a unique number associated with the licence used in ASIC Connect that helps us protect your business information by making sure only you, and those you have authorised can access it.

Under the *Do It Now* box, 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 'Search ASIC Registers' with 'Within:' and 'For:' dropdown menus. A navigation menu includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. The main content area is titled 'Welcome Example User' and features a 'myTransactions' section with a table of recent transactions. A red box highlights the 'Link a business/request ASIC key' option in the 'Do It Now' sidebar. A red arrow points from the text in the left sidebar to this option.

**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		<a href="#">Resume</a> <a href="#">Cancel</a>
ALL FOR YOU BIN HIRE	1-54Y58DJ	Apply to Cancel	Incomplete		<a href="#">Resume</a> <a href="#">Cancel</a>
Puck Chase	1-50XKVLH	ASIC Initiated Compli...	Incomplete		<a href="#">Resume</a>

[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	<a href="#">View message</a>
	Registration Pending Payment	23/07/2013	<a href="#">View message</a>
Example User	Registration Approved	14/01/2013	<a href="#">View message</a>

[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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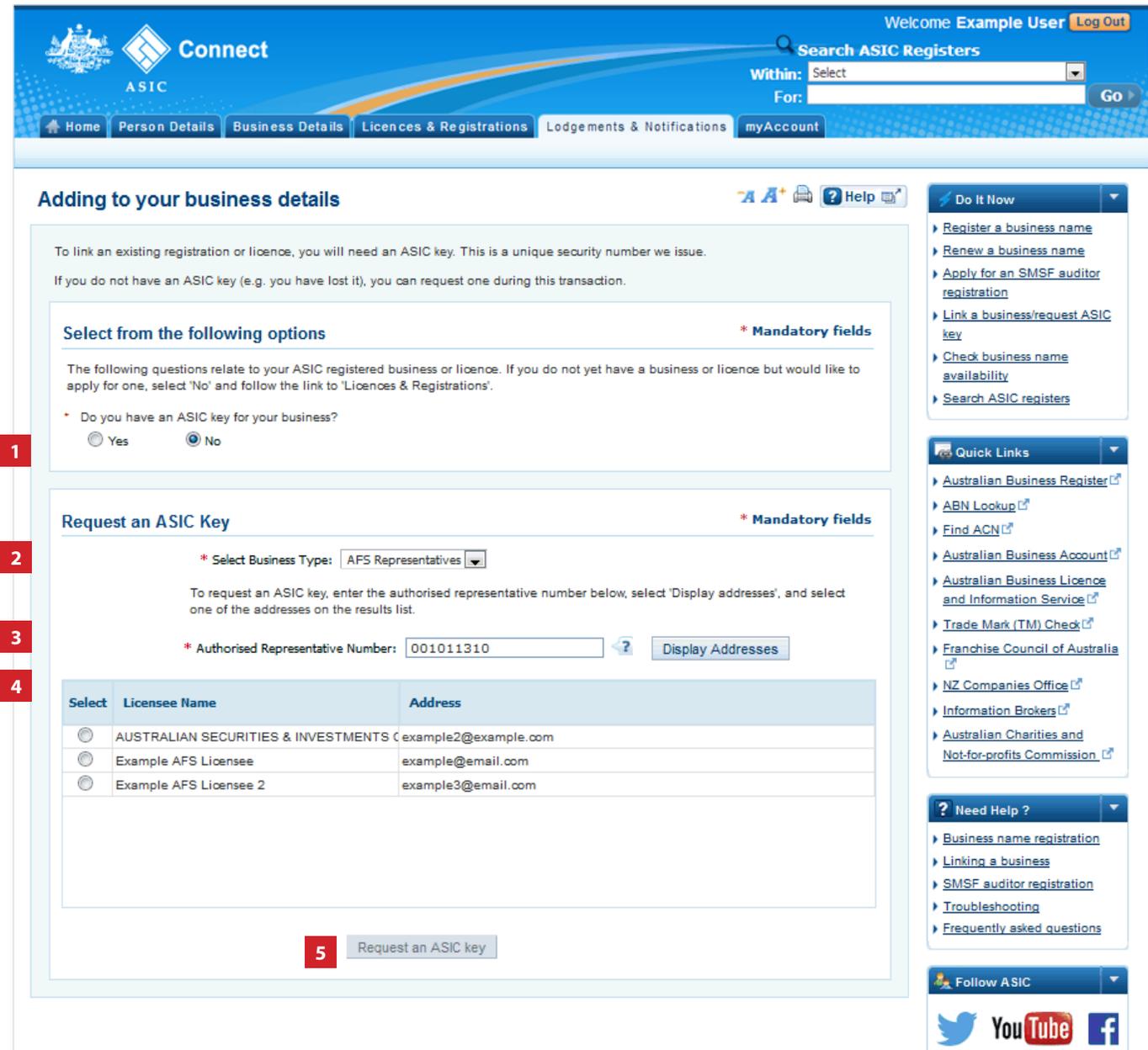
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# Requesting an ASIC key

This screen allows you to provide the information required to request an ASIC key.

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **AFS Representatives** from the drop-down box.
3. Enter the **Authorised Representative Number**.
4. Select the address you would like the ASIC key sent to.
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 registration or licence, you will need an ASIC key. This is a unique security number we issue. If you do not have an ASIC key (e.g. you 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 or licence. If you do not yet have a business or licence but would like to apply for one, select 'No' and follow the link to 'Licences & Registrations'.

\* 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 authorised representative number below, select 'Display addresses', and select one of the addresses on the results list.

\* Authorised Representative Number:  [Display Addresses](#)

Select	Licensee Name	Address
<input type="radio"/>	AUSTRALIAN SECURITIES & INVESTMENTS C	example2@example.com
<input type="radio"/>	Example AFS Licensee	example@email.com
<input type="radio"/>	Example AFS Licensee 2	example3@email.com

[Request an ASIC key](#)

**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](#)
- [Australian Charities and Not-for-profits Commission](#)

**Need Help ?**

- [Business name registration](#)
- [Linking a business](#)
- [SMSF auditor registration](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

**Follow ASIC**

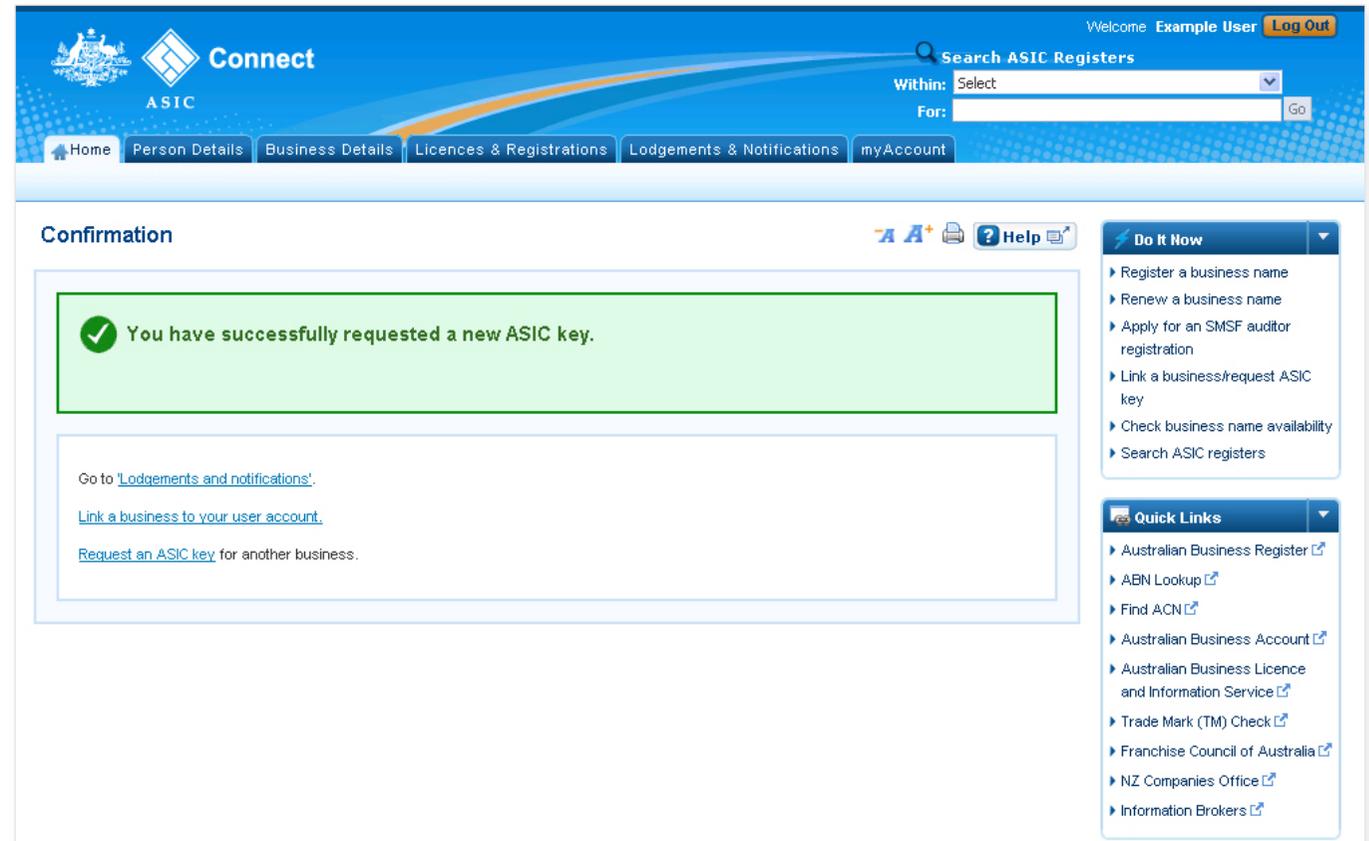
[Twitter](#) [YouTube](#) [Facebook](#)

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## Confirmation

This screen confirms you have requested an ASIC key.

The ASIC key will be sent to an email address (if one is recorded) or the principal place of business as recorded on the ASIC register of authorised representatives.



The screenshot shows the ASIC Connect user interface. 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 menu with options: Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area is titled 'Confirmation' and features a green box with a checkmark icon and the text: 'You have successfully requested a new ASIC key.' Below this message 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 of the page, there are two sidebars: 'Do It Now' with a list of actions like 'Register a business name' and 'Search ASIC registers', and 'Quick Links' with various service links like 'Australian Business Register' and 'ABN Lookup'.

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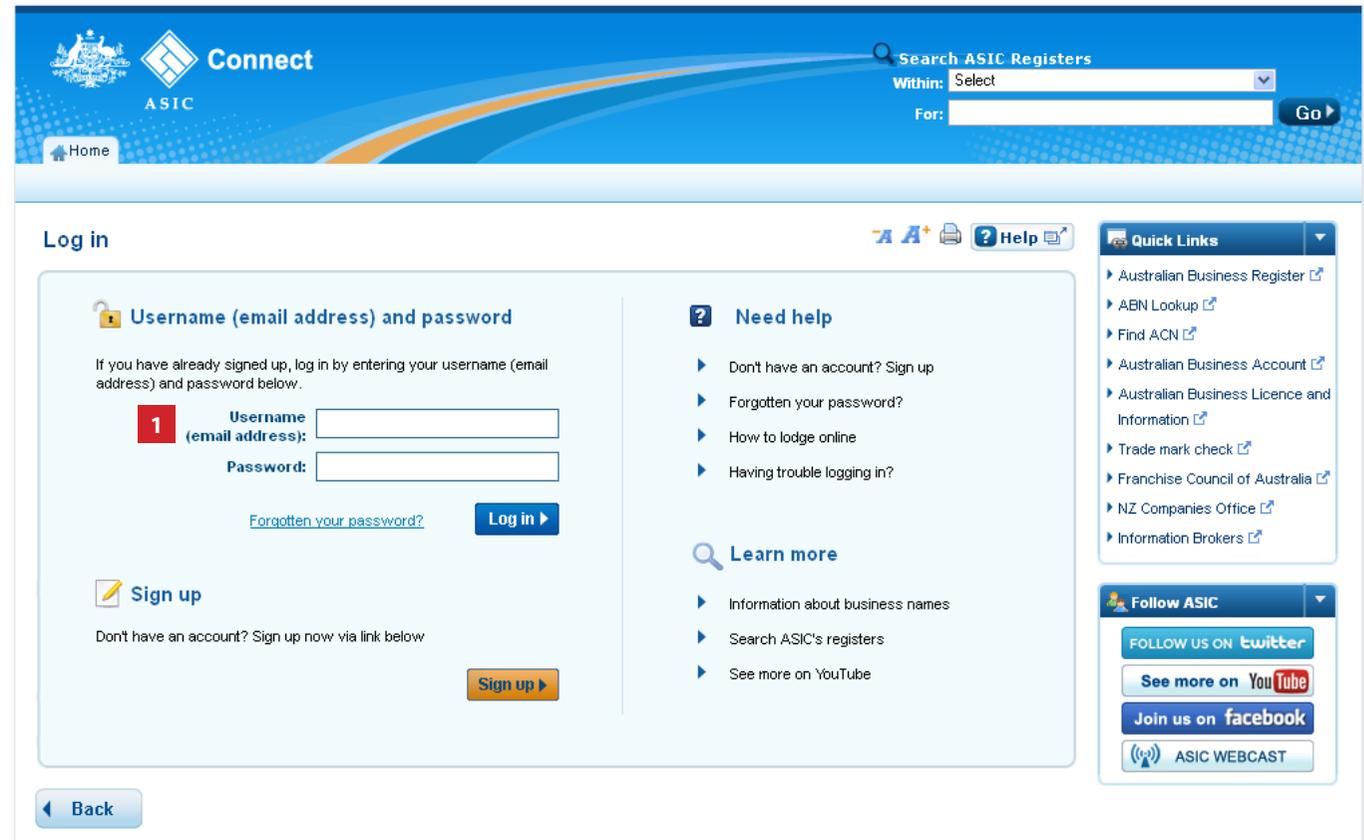
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## Linking an authorised representative

When you have received your ASIC key you will need to link the authorised representative to your account.

Go to ASIC Connect.

1. Log in with your username and password.



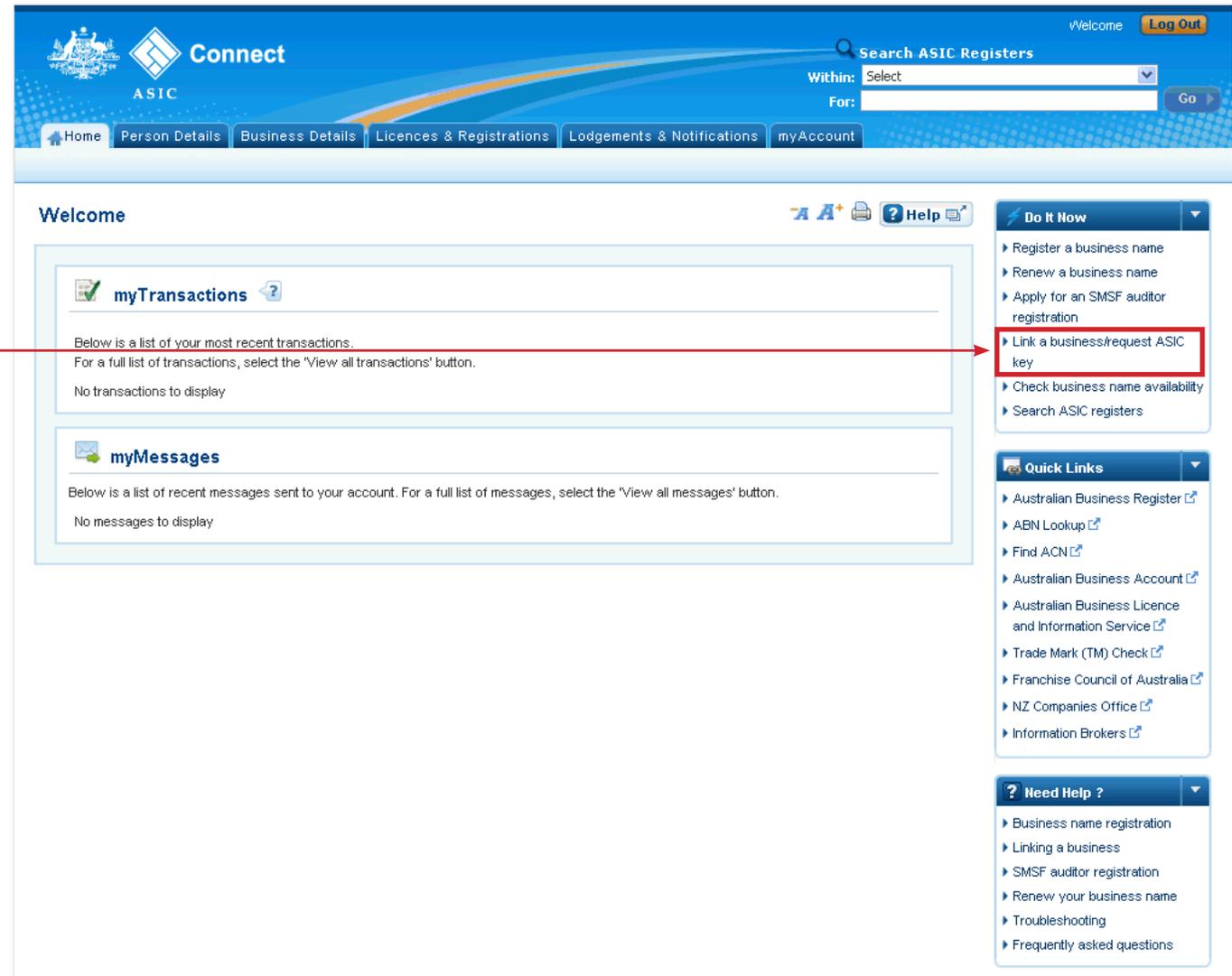
The screenshot shows the ASIC Connect login page. At the top, there is a search bar for ASIC registers and a home button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password'. A red box with the number '1' highlights the username field. Below the form are links for 'Forgotten your password?' and a 'Log in' button. There is also a 'Sign up' section with a 'Sign up' button. To the right of the login form is a 'Need help' section with links for account creation and password recovery, and a 'Learn more' section with links for business names, registers, and YouTube. On the far right, there are 'Quick Links' and 'Follow ASIC' sections with social media buttons for Twitter, YouTube, and Facebook, and an ASIC Webcast button. A 'Back' button is located at the bottom left of the page.

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## Linking an authorised representative

2. Under the *Do It Now* box, select **Link a business/request ASIC key**.



Welcome Log Out

Search ASIC Registers

Within: Select

For:  Go

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

Welcome Help

**myTransactions**

Below is a list of your most recent transactions.  
For a full list of transactions, select the 'View all transactions' button.  
No transactions to display

**myMessages**

Below is a list of recent messages sent to your account. For a full list of messages, select the 'View all messages' button.  
No messages to display

**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**

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**Need Help ?**

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- Linking a business
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- Frequently asked questions

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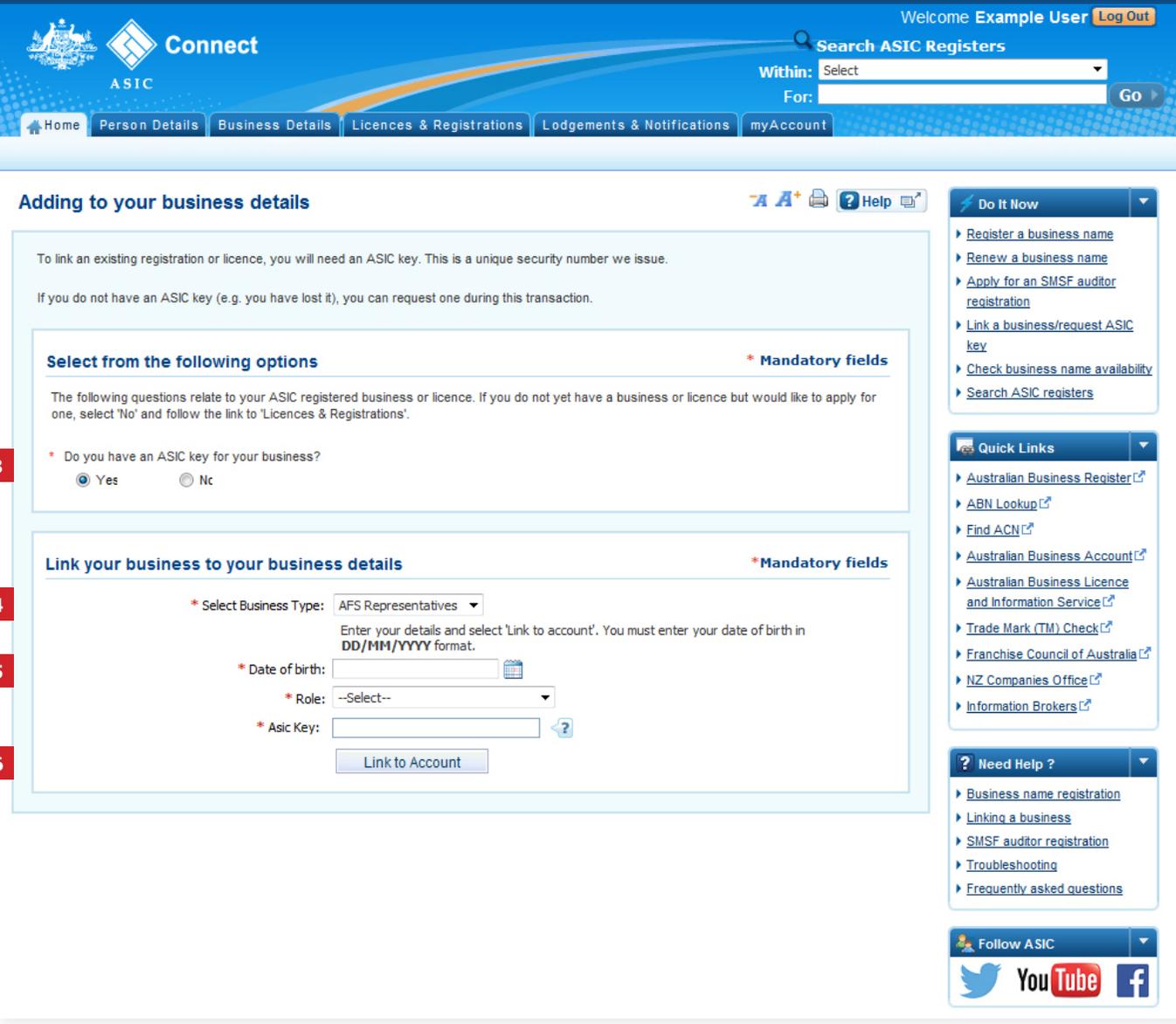
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## Linking an authorised representative

3. Select 'Yes' to the question **Do you have an ASIC key for your business?**
4. To link an authorised representative who can further appoint, select **AFS Representatives** from the drop down box.
5. Personal details
  - Enter your date of birth in *DD/MM/YYYY* format in the fields provided.
  - Select your role from the following options in the drop-down box:
    - AFS Representative: The person\* appointed as an authorised representative.
    - Authorised Lodger: This role allows a person who does not hold the business to lodge on its behalf.
  - Enter your ASIC key.
6. Select **Link to Account**.

\*a person can be an individual, body corporate or partnership.

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The screenshot shows the ASIC Connect interface. At the top, there's a navigation bar with 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. A search bar for 'Search ASIC Registers' is also present. The main content area is titled 'Adding to your business details'. It contains a section 'Select from the following options' with a question: '\* Do you have an ASIC key for your business?' with radio buttons for 'Yes' and 'No'. Below this is the 'Link your business to your business details' section, which includes a dropdown for 'Select Business Type' (set to 'AFS Representatives'), a date of birth field, a role dropdown (set to '--Select--'), and an ASIC key field. A 'Link to Account' button is at the bottom of this section. On the right side, there are 'Do It Now' and 'Quick Links' panels with various service links.

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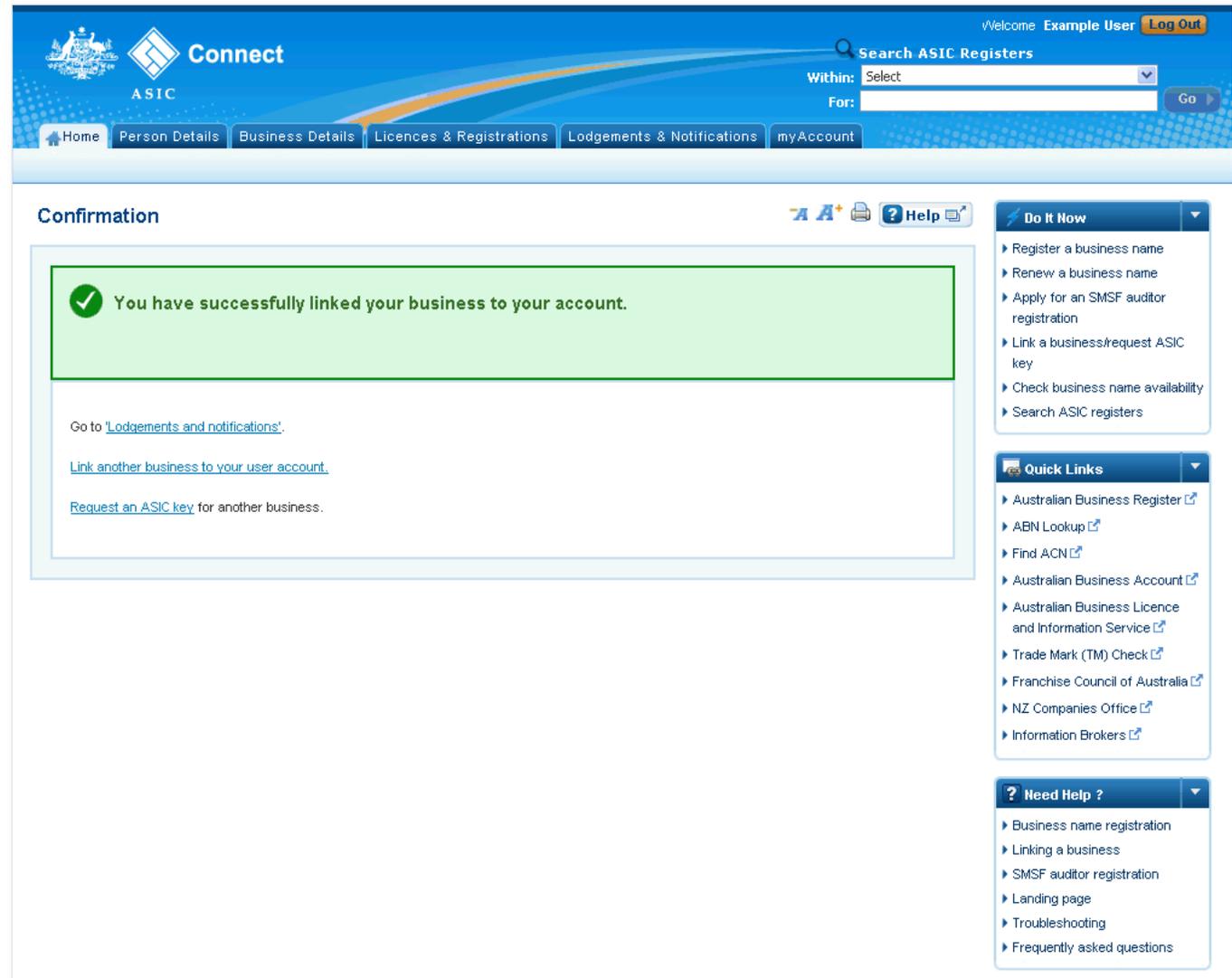
## Confirmation

This screen confirms the authorised representative has been linked to your account.

Select **Home** to return to the ASIC Connect homepage. You can now use ASIC Connect to notify an appointment of authorised representatives and financial advisers.

OR

Select one of the links for more information about other services.



The screenshot shows the ASIC Connect user interface. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the navigation bar are several menu items: Home, Person Details, Business Details, Licences & Registrations, Lodgements & Notifications, and myAccount. The main content area is titled 'Confirmation' and features a large green box with a checkmark icon and the text: 'You have successfully linked your business to your account.' Below this box are three links: 'Go to [Lodgements and notifications](#)!', 'Link another business to your user account.', and 'Request an ASIC key for another business.'. On the right side of the page, there are three vertical panels: 'Do It Now' with a list of actions like 'Register a business name', 'Renew a business name', 'Apply for an SMSF auditor registration', 'Link a business/request ASIC key', 'Check business name availability', and 'Search ASIC registers'; 'Quick Links' with a list of services like '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', and 'Information Brokers'; and 'Need Help?' with a list of help topics like 'Business name registration', 'Linking a business', 'SMSF auditor registration', 'Landing page', 'Troubleshooting', and 'Frequently asked questions'.

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