



ASIC

Connect

User guide

ASIC Connect - AFS licensees

How to sign up for an ASIC Connect account and link your licence(s)

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 your licence(s)

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 licence(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.

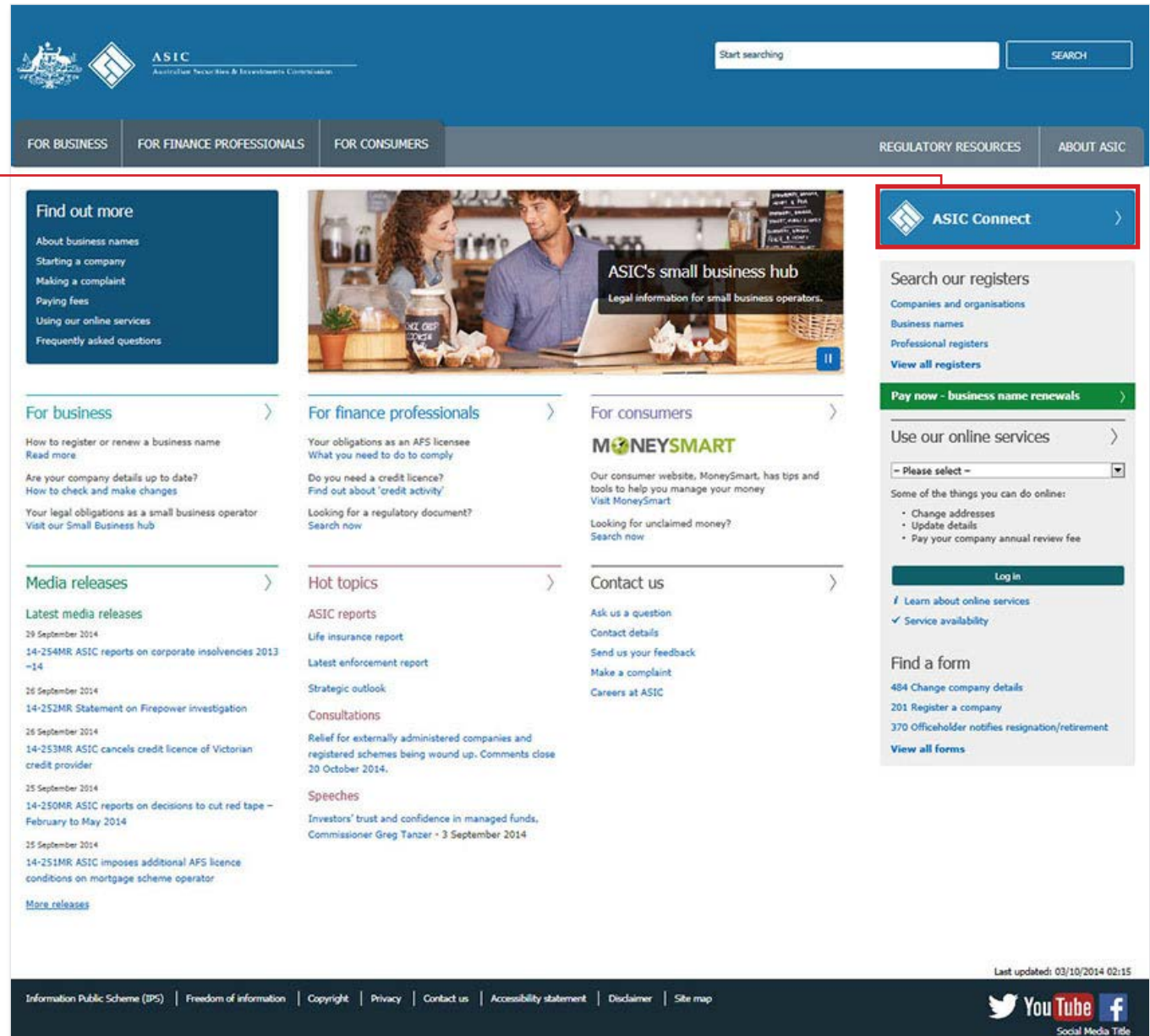
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Get started

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

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 a 'Pay now - business name renewals' button. 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 your licence\(s\)](#)

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Sign up

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



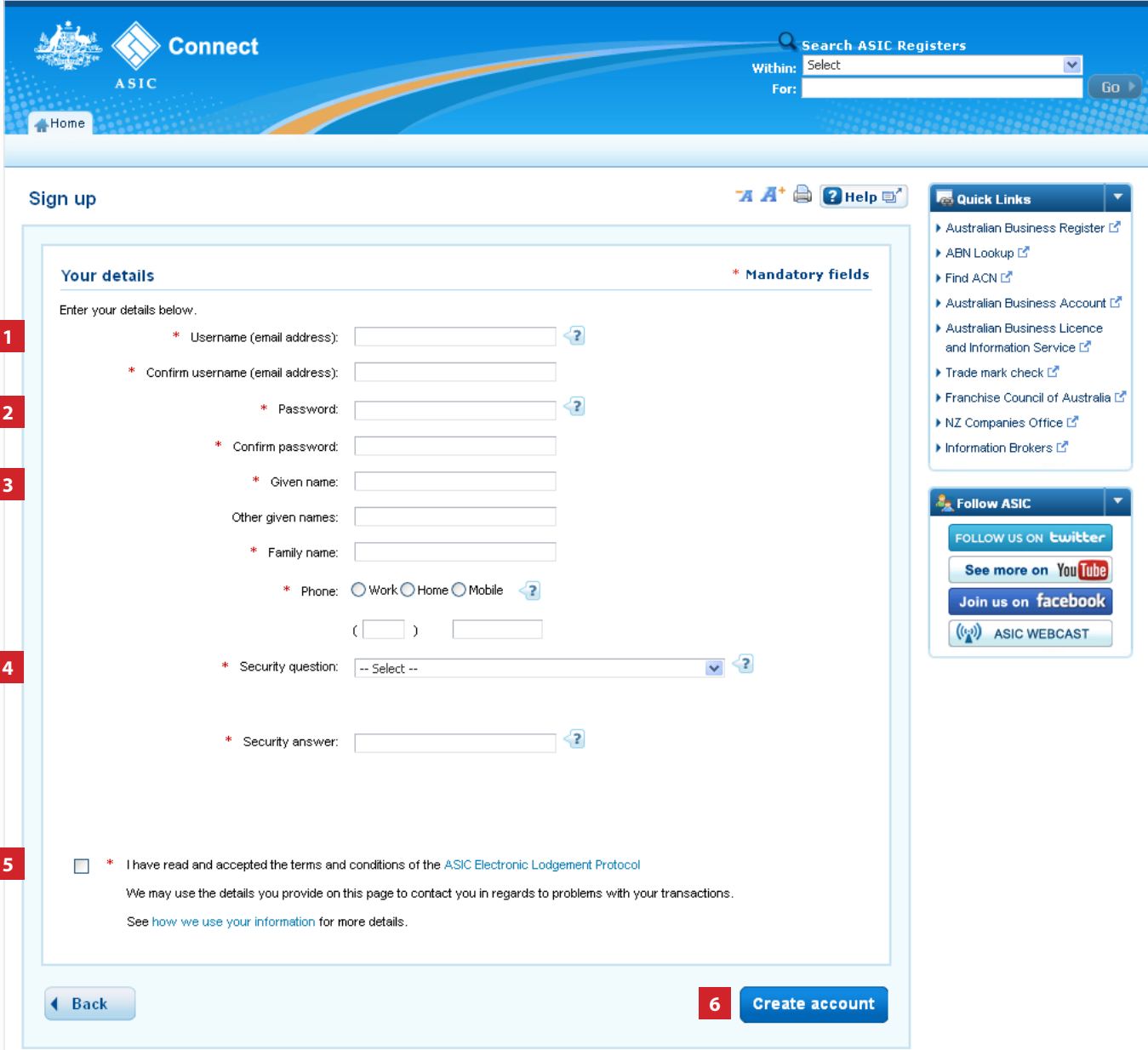
The screenshot shows the ASIC Connect website interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for registers is located on the right. Below the navigation bar is a 'Welcome' section. On the left, there is a vertical menu with options like 'First time user?', 'Information about business names', 'Information about SMSF Auditors', 'Search ASIC's registers', and 'Log in to other ASIC registers'. The 'First time user?' option is highlighted with a red arrow pointing to the 'Sign up' button in the 'Log in to ASIC Connect' section. This section includes a 'Log in' button, a 'Sign up' button (highlighted with a red box), and an 'AUSKey' button. Below this is a 'Log in to other ASIC Registers' section with a dropdown menu and a 'GO' button. On the right side, there are 'Quick Links' and 'Follow ASIC' sections. The 'Quick Links' section lists various services like 'Australian Business Register', 'ABN Lookup', 'Find ACN', etc. The 'Follow ASIC' section includes buttons for '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', and 'Contact us'.

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[How to sign up for an ASIC Connect account and link your licence\(s\)](#)

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.

1 * Username (email address):

2 * Confirm username (email address):

* Password:

* Confirm password:

3 * 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](#) **6** [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](#)

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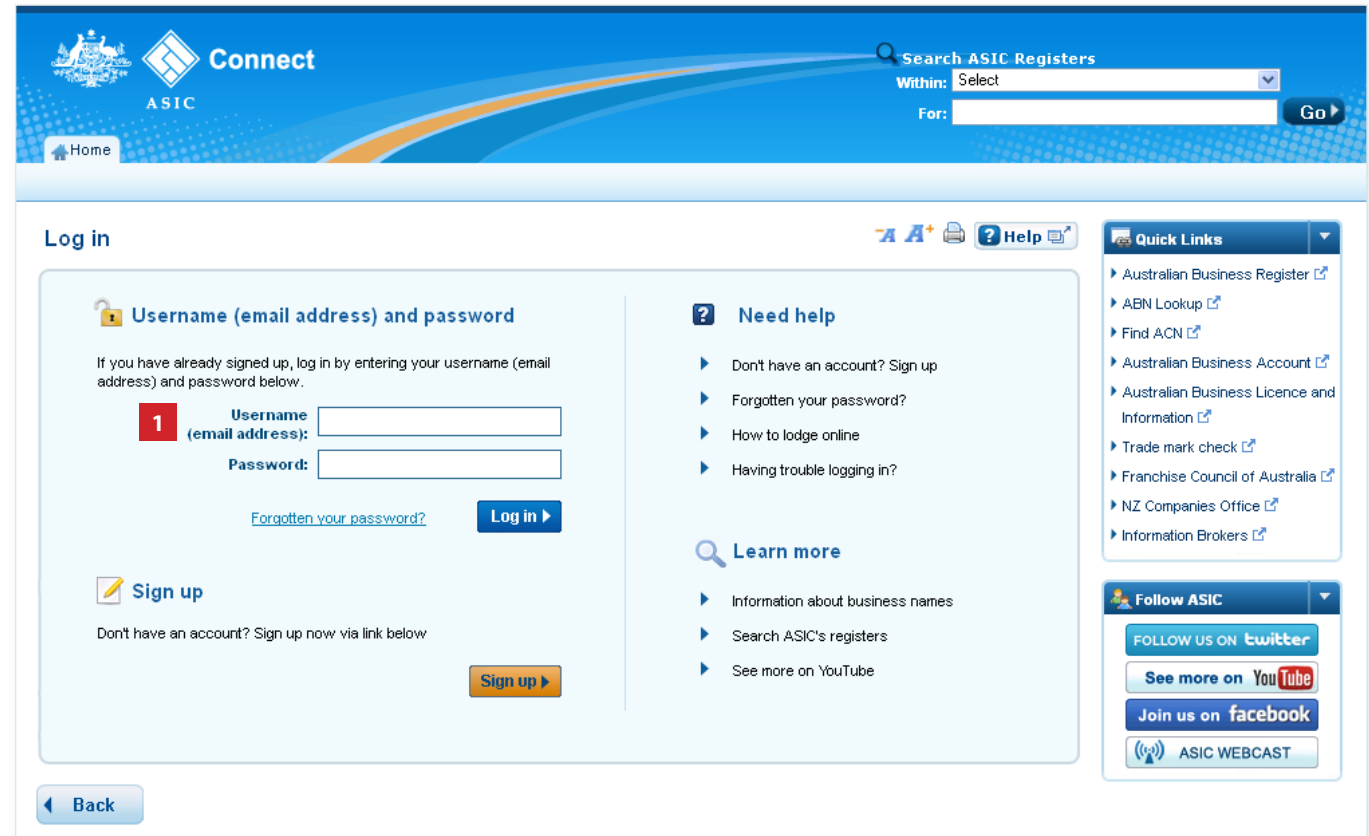
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Log in

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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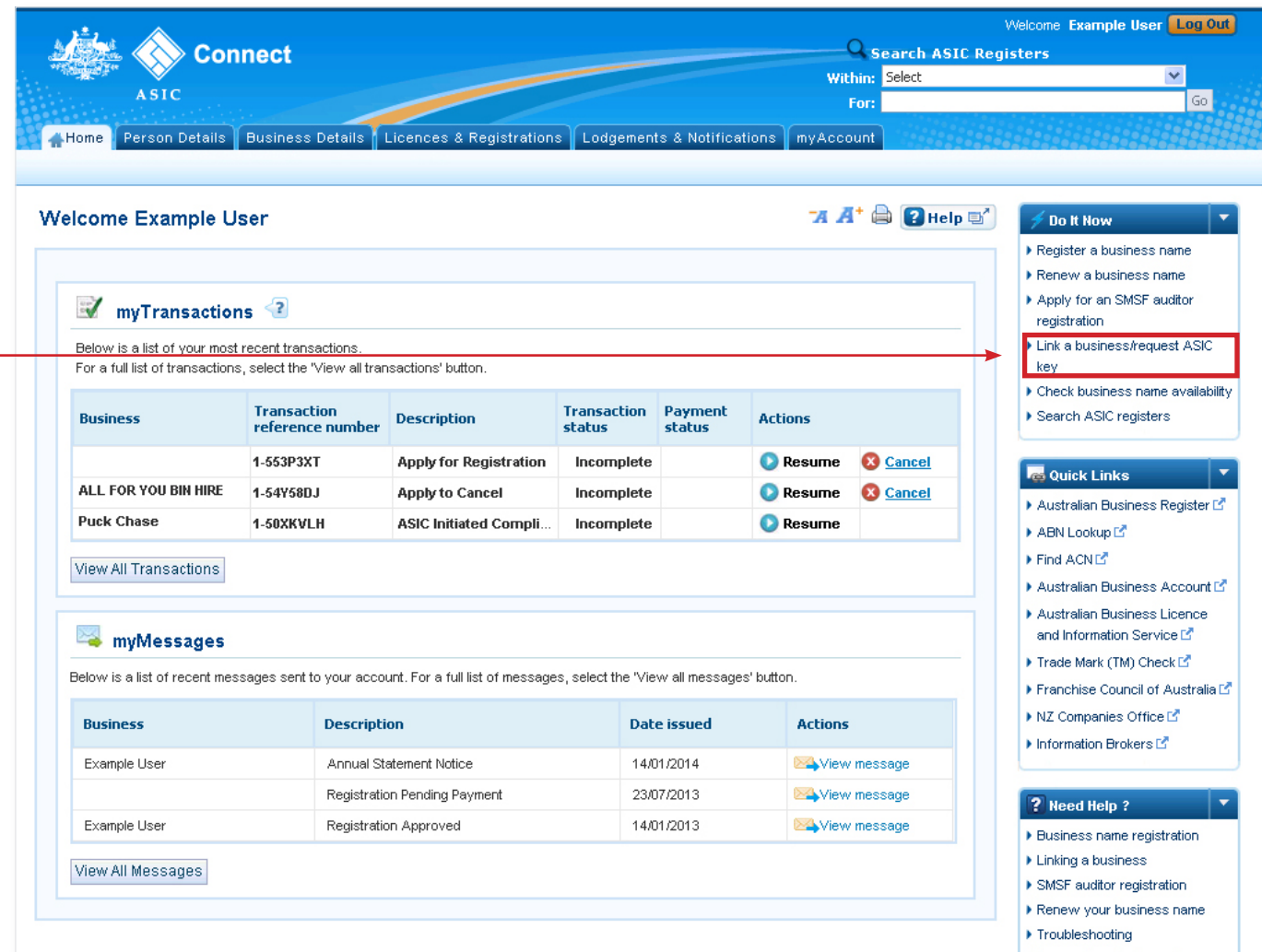
[How to sign up for an ASIC Connect account and link your licence\(s\)](#)

Requesting an ASIC key

Before you can link an AFS licence to your account, you will need to request the 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** to request the ASIC key.



The screenshot shows the ASIC Connect user interface for 'Example User'. The top navigation bar includes 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'. A search bar for 'ASIC Registers' is also present. The main content area is titled 'Welcome Example User' and features a 'myTransactions' section with a table of recent transactions. A red arrow points from the text on the left to the 'Link a business/request ASIC key' option in the 'Do It Now' sidebar menu.

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

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

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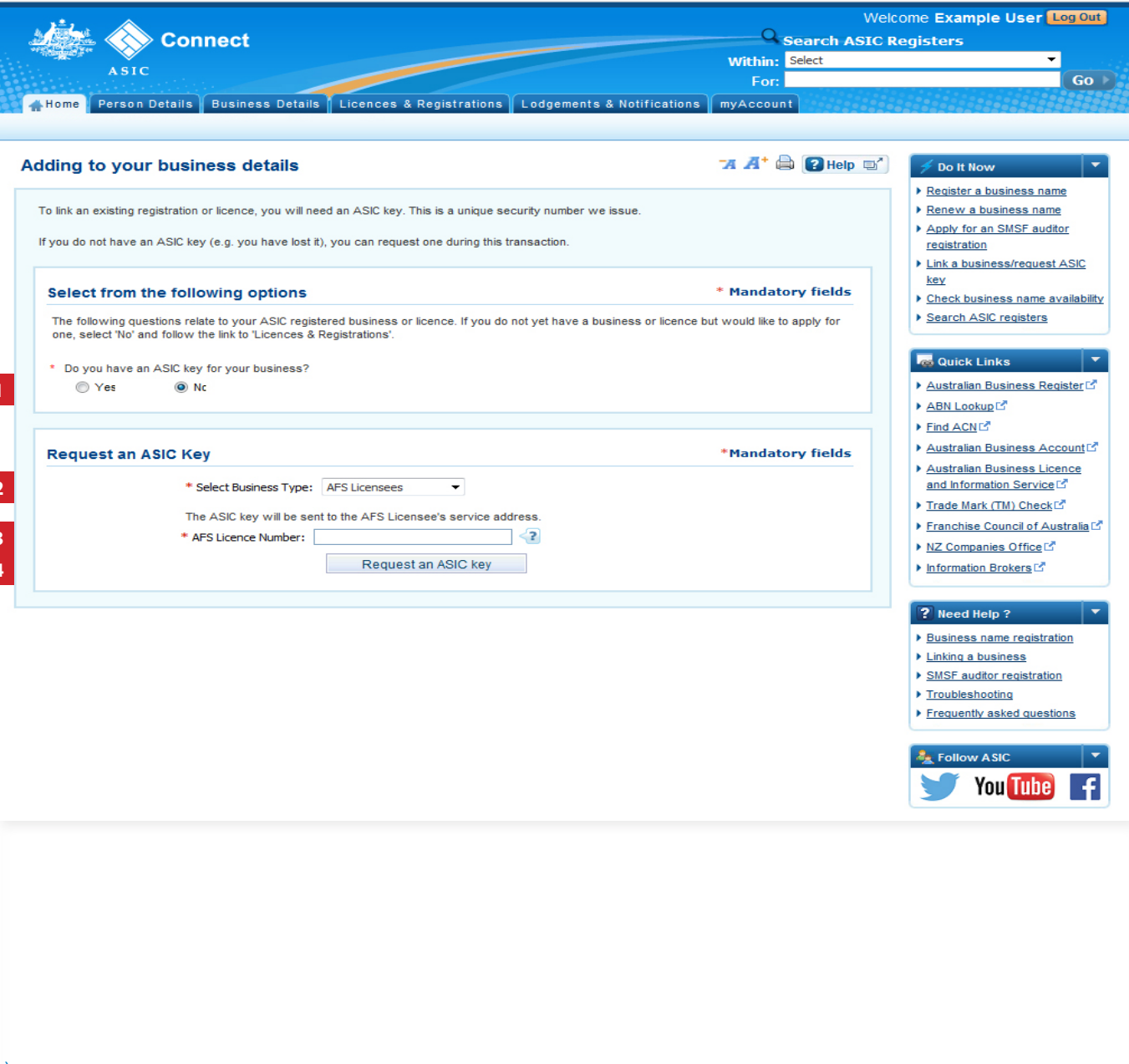
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Requesting an ASIC key

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. To link an AFS licence, select **AFS Licensees** from the drop-down box.
3. Enter the **AFS Licence Number**.
4. Select **Request an ASIC key**.



Welcome Example User [Log Out](#)

Search ASIC Registers

Within: 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:

The ASIC key will be sent to the AFS Licensee's service address.

* AFS Licence Number: [?](#)

[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

Need Help?

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

Follow ASIC

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

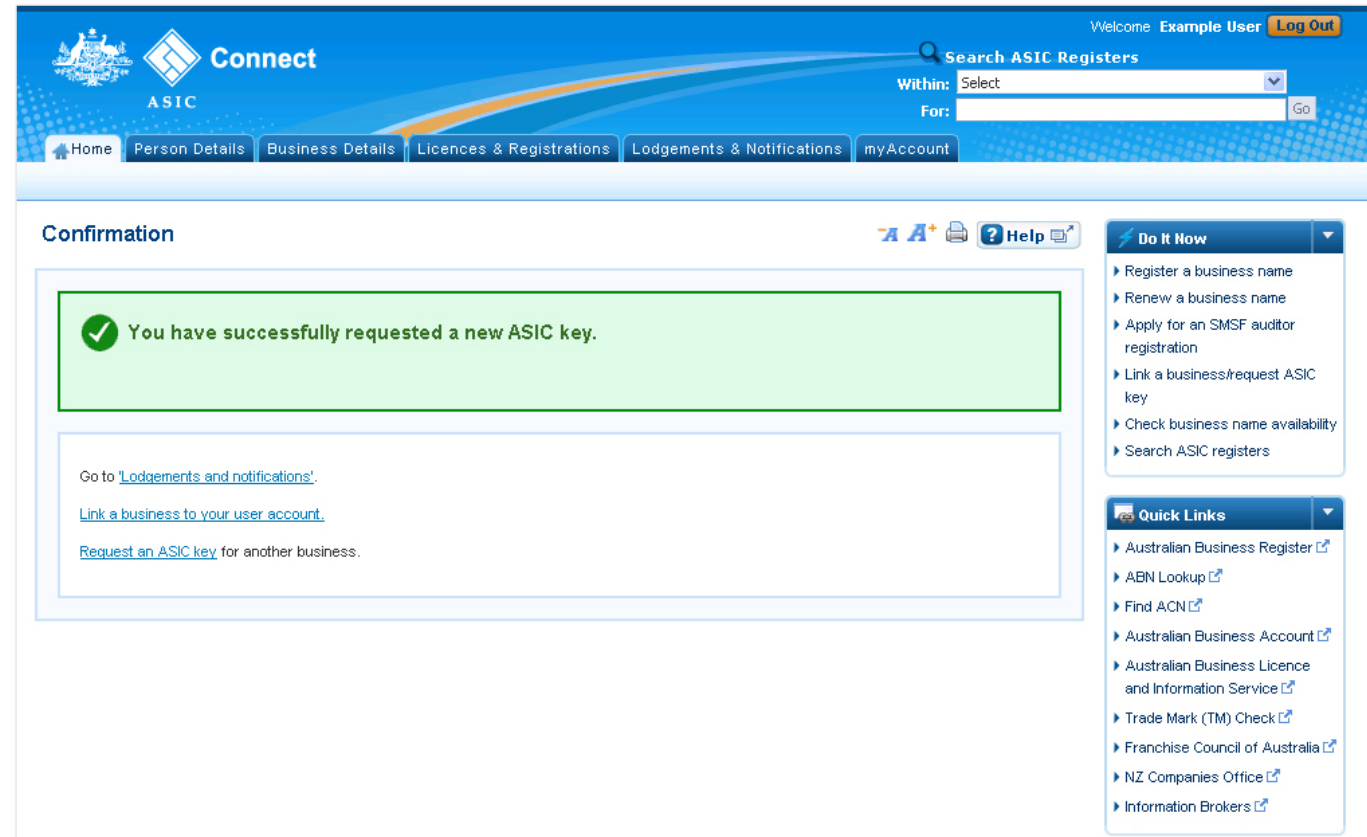
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[How to sign up for an ASIC Connect account and link your licence\(s\)](#)

Confirmation

This screen confirms you have requested an ASIC key.

The ASIC key will be sent an email address (if one is recorded) or the address for service of documents as recorded on the ASIC register of AFS licensees.



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 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 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. The 'Do It Now' sidebar contains a list of actions: 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. The 'Quick Links' sidebar contains a list of 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, and Information Brokers.

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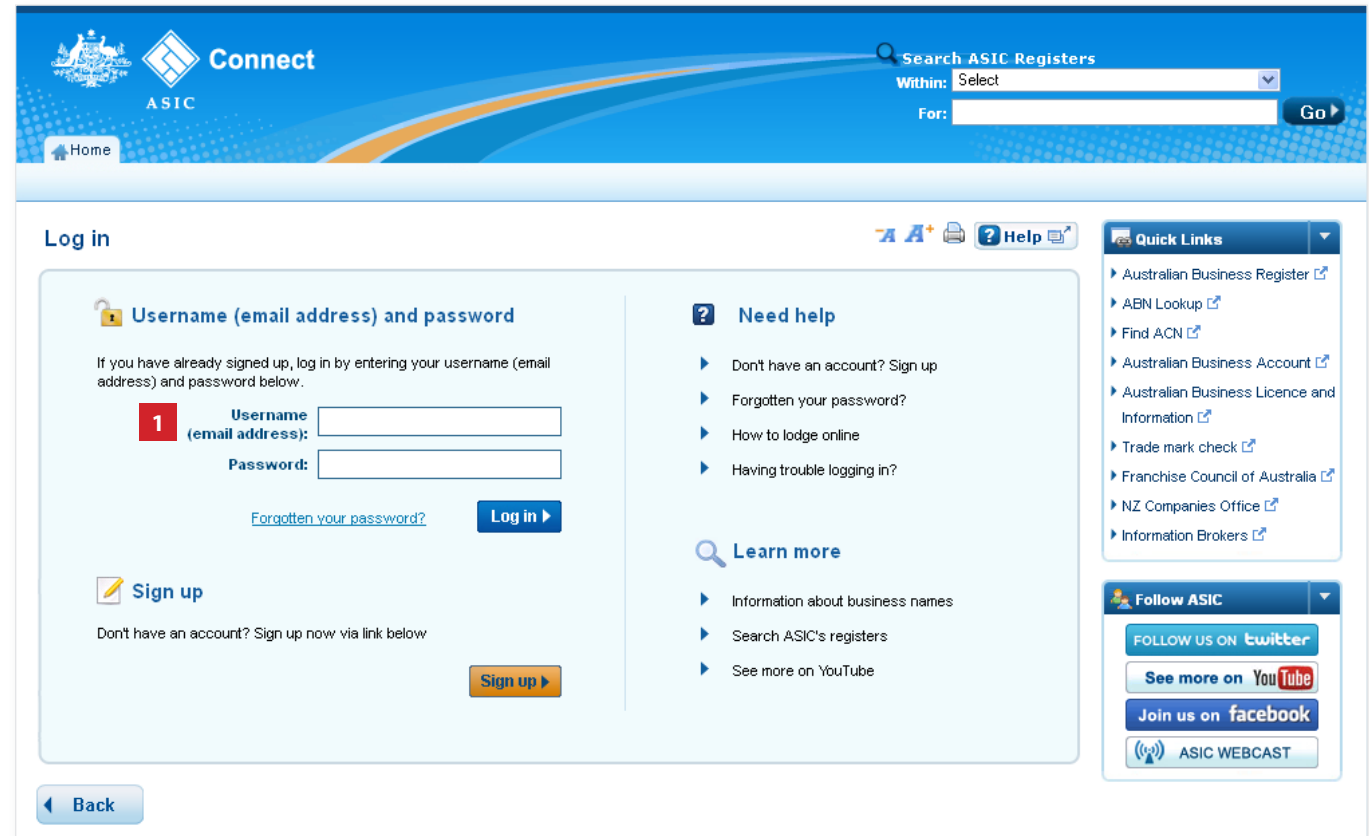
[How to sign up for an ASIC Connect account and link your licence\(s\)](#)

Linking an AFS licence

When you have received your ASIC key you will need to link your AFS licence to your account.

Go to ASIC Connect.

1. Log in with your username and password.



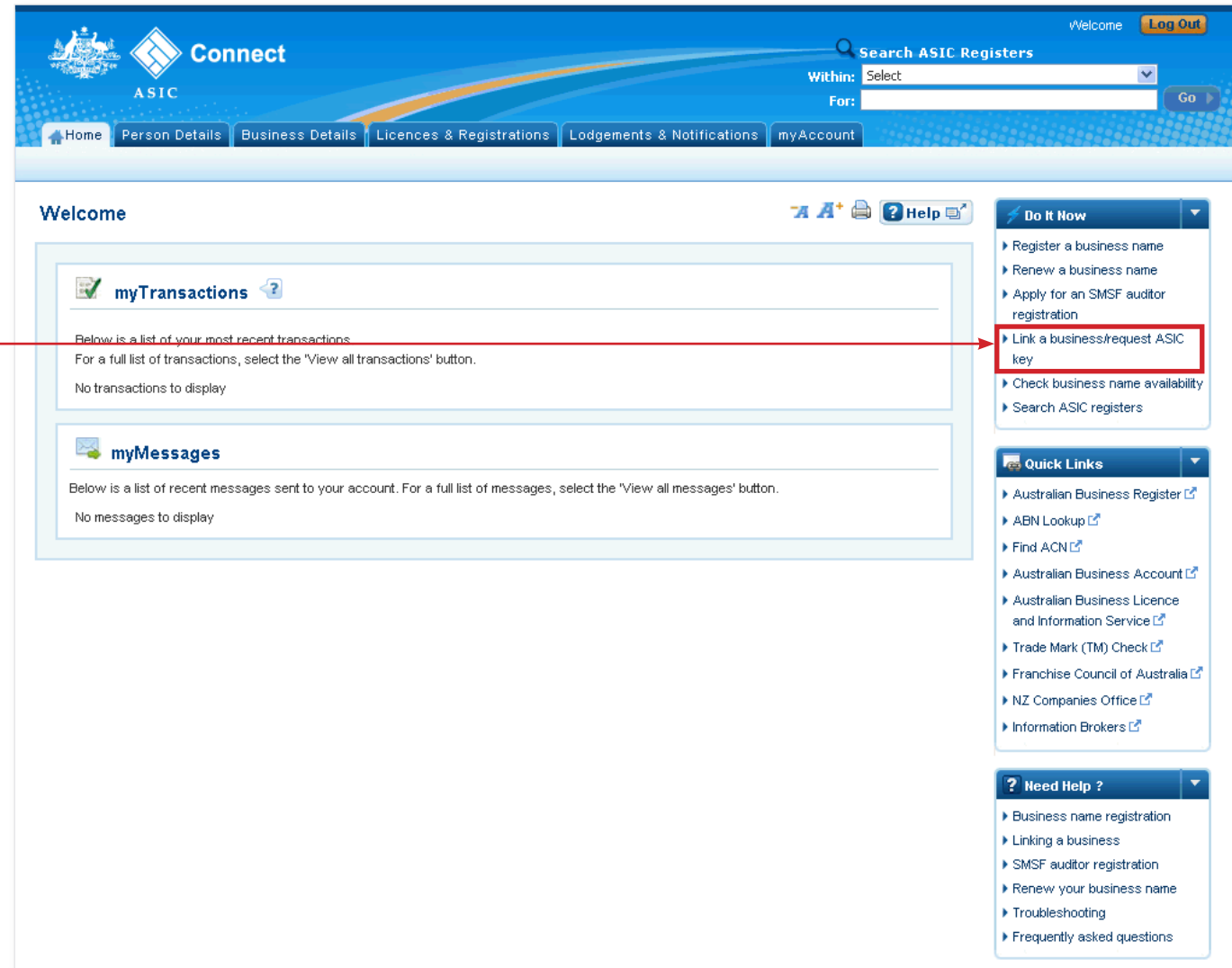
The screenshot shows the ASIC Connect website's login interface. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for ASIC registers. Below the navigation bar is a 'Log in' section. On the left, there is a form titled 'Username (email address) and password' with a red '1' in a box next to the 'Username (email address):' label. The form includes a 'Password:' label and a 'Log in' button. Below the form is a 'Sign up' section with a 'Sign up' button. On the right, there 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 your licence\(s\)](#)

Linking an AFS licence

2. 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, 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 'Welcome' and contains two sections: 'myTransactions' and 'myMessages'. On the right side, there are three vertical menus: 'Do It Now', 'Quick Links', and 'Need Help?'. The 'Do It Now' menu is expanded, and the option 'Link a business/request ASIC key' is highlighted with a red box. A red arrow points from the instruction text on the left to this highlighted option.

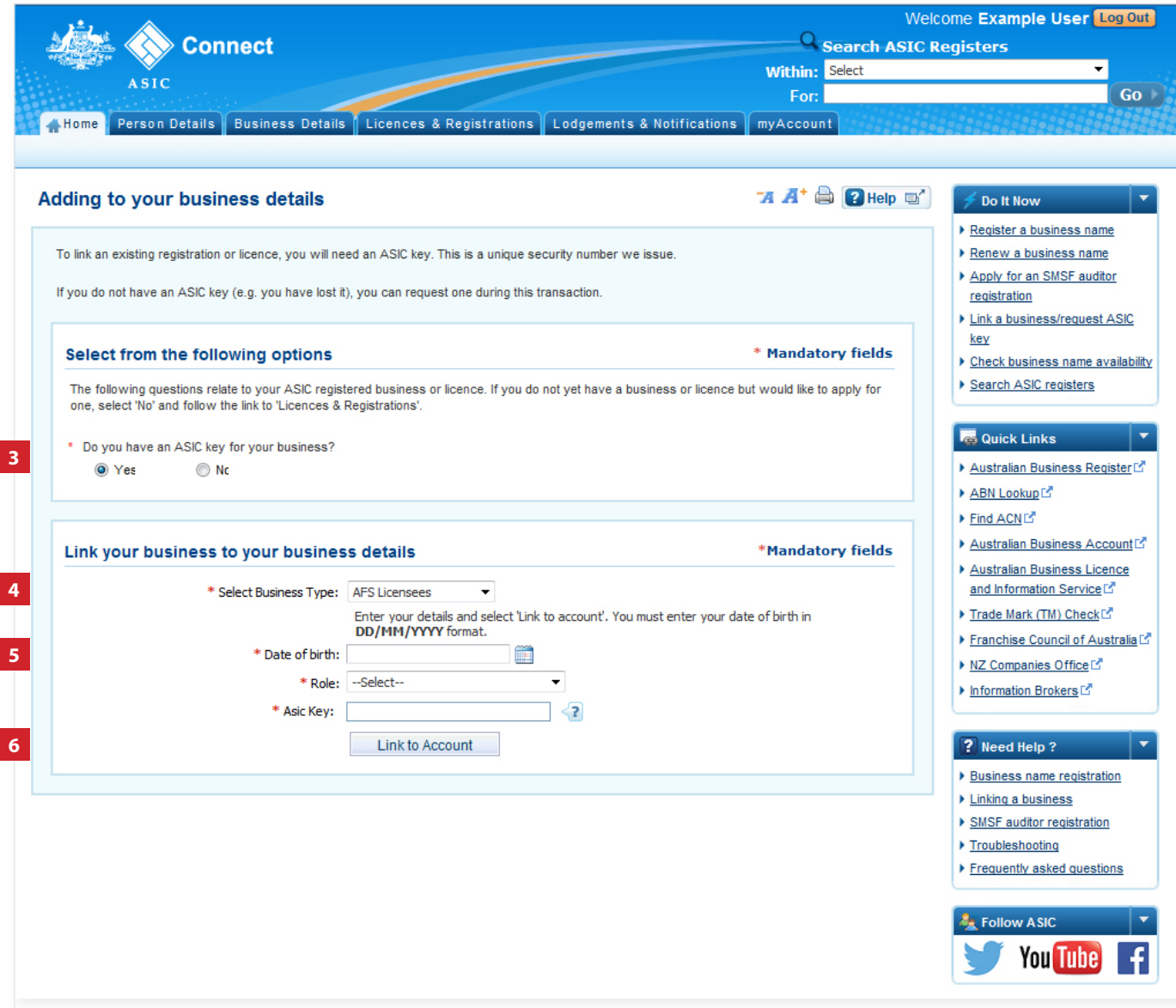
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Linking an AFS licence

3. Select 'Yes' to the question **Do you have an ASIC key for your business?**
4. Select **AFS Licensees** 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 Licensee: The holder of the AFS licence.
 - 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**.



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

Link your business to your business details * Mandatory fields

* Select Business Type: AFS Licensees
 Enter your details and select 'Link to account'. You must enter your date of birth in DD/MM/YYYY format.

* Date of birth: 

* Role: --Select--

* 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

Need Help ?

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

Follow ASIC

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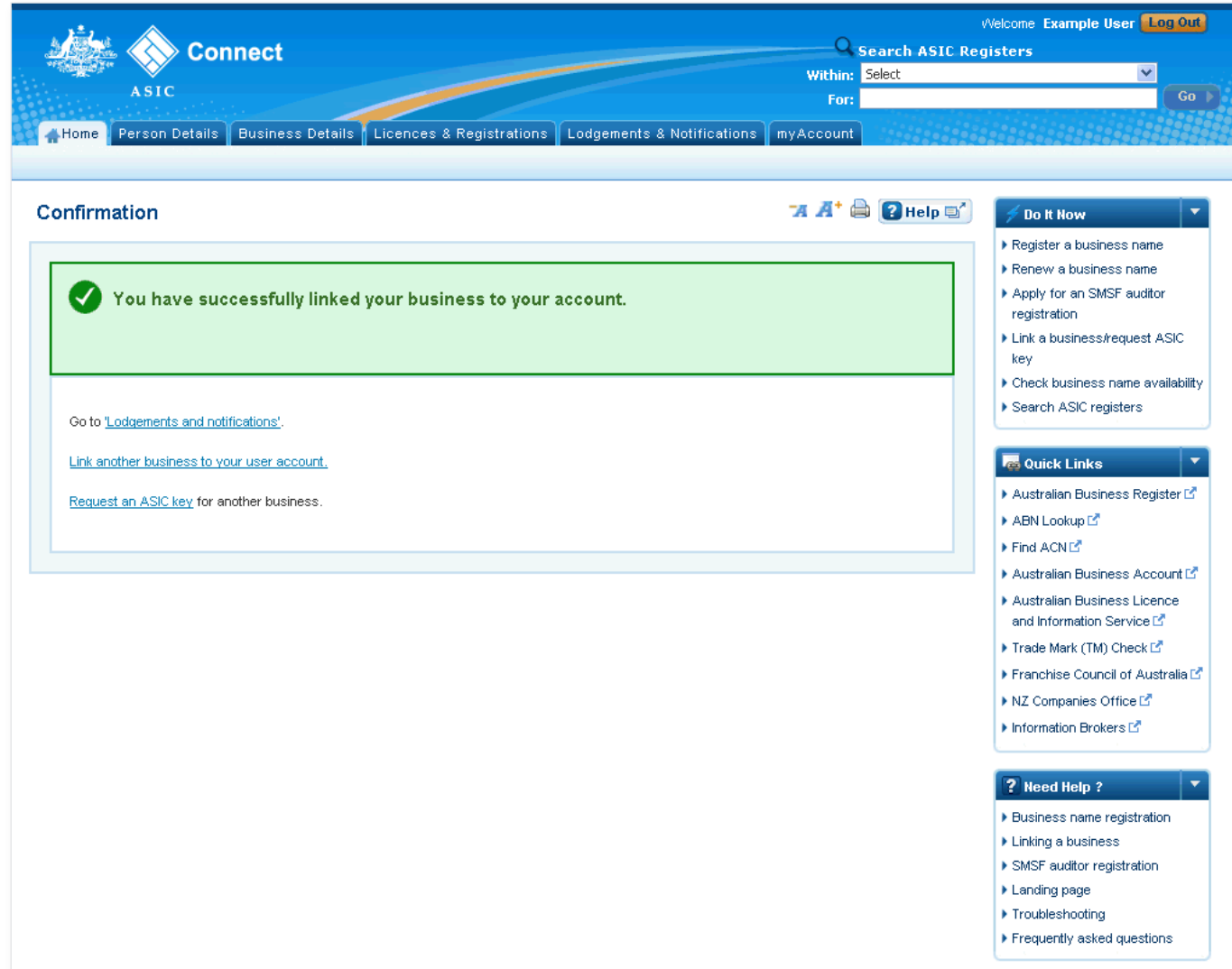
Confirmation


This screen confirms the AFS licence 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.




Connect
 ASIC

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

Search ASIC Registers


Within:

For:

[Go](#)

[Home](#)
[Person Details](#)
[Business Details](#)
[Licences & Registrations](#)
[Lodgements & Notifications](#)
[myAccount](#)

Confirmation

 **You have successfully linked your business to your account.**

Go to ['Lodgements and notifications'](#).

[Link another business to your user account.](#)

[Request an ASIC key](#) for another business.

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](#)
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- ▶ [NZ Companies Office](#)
- ▶ [Information Brokers](#)

Need Help ?

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

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