



ASIC

**Connect**

User guide

# User Administration Portal

## Manage your account access (Administrators)

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

## Managing your account access

To gain access to the portal you will need to submit an application together with your nominated administrators. You will then be sent an email with the administrators usernames, passwords and a link to the government access portal.

- 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 you account profile and make changes.
- You can create and manage users for your account.
- If you need help please contact [access.request@asic.gov.au](mailto:access.request@asic.gov.au).

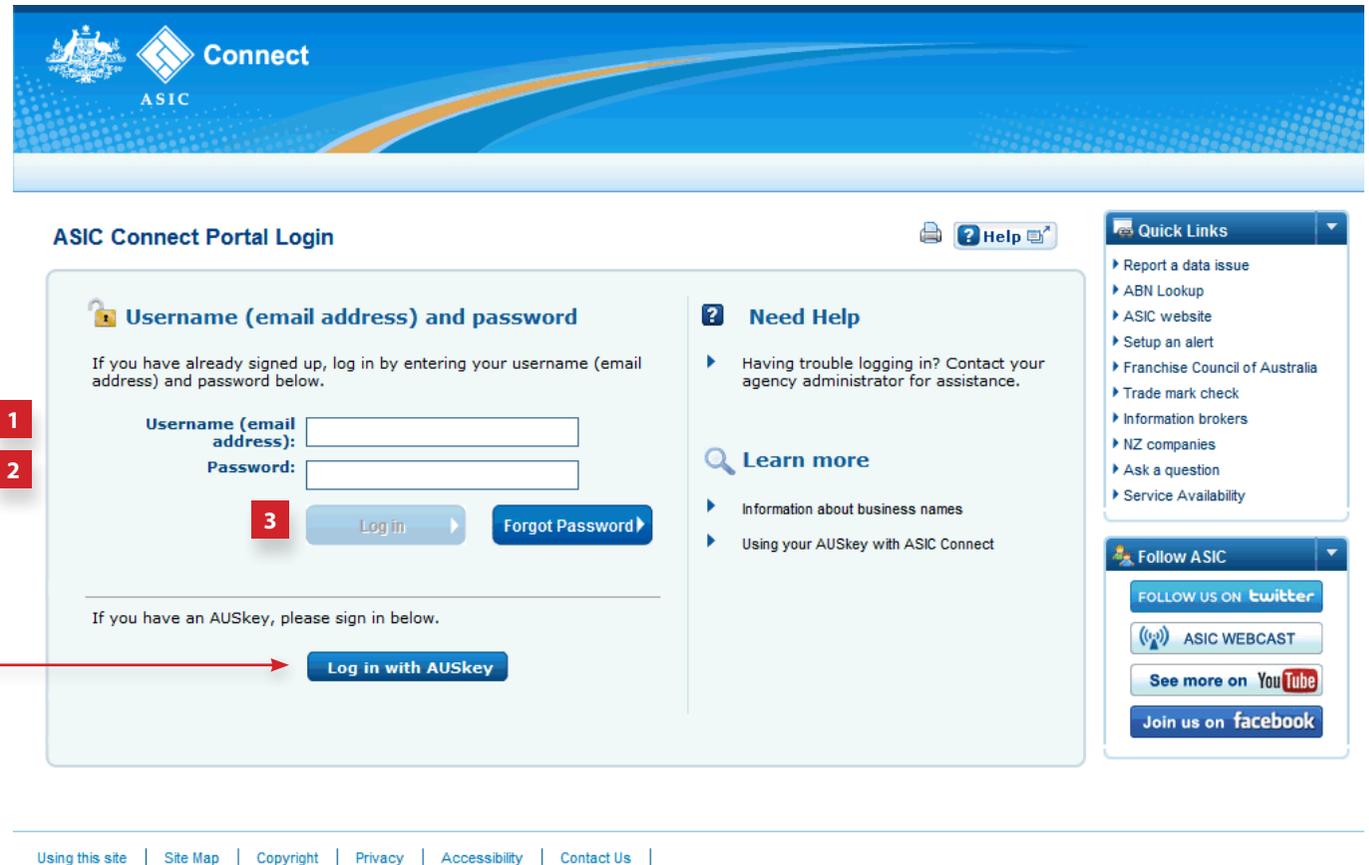
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

# 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:

**3**  

If you have an AUSkey, please sign in below.



**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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-  **ASIC WEBCAST**
-  See more on **YouTube**
-  Join us on **facebook**

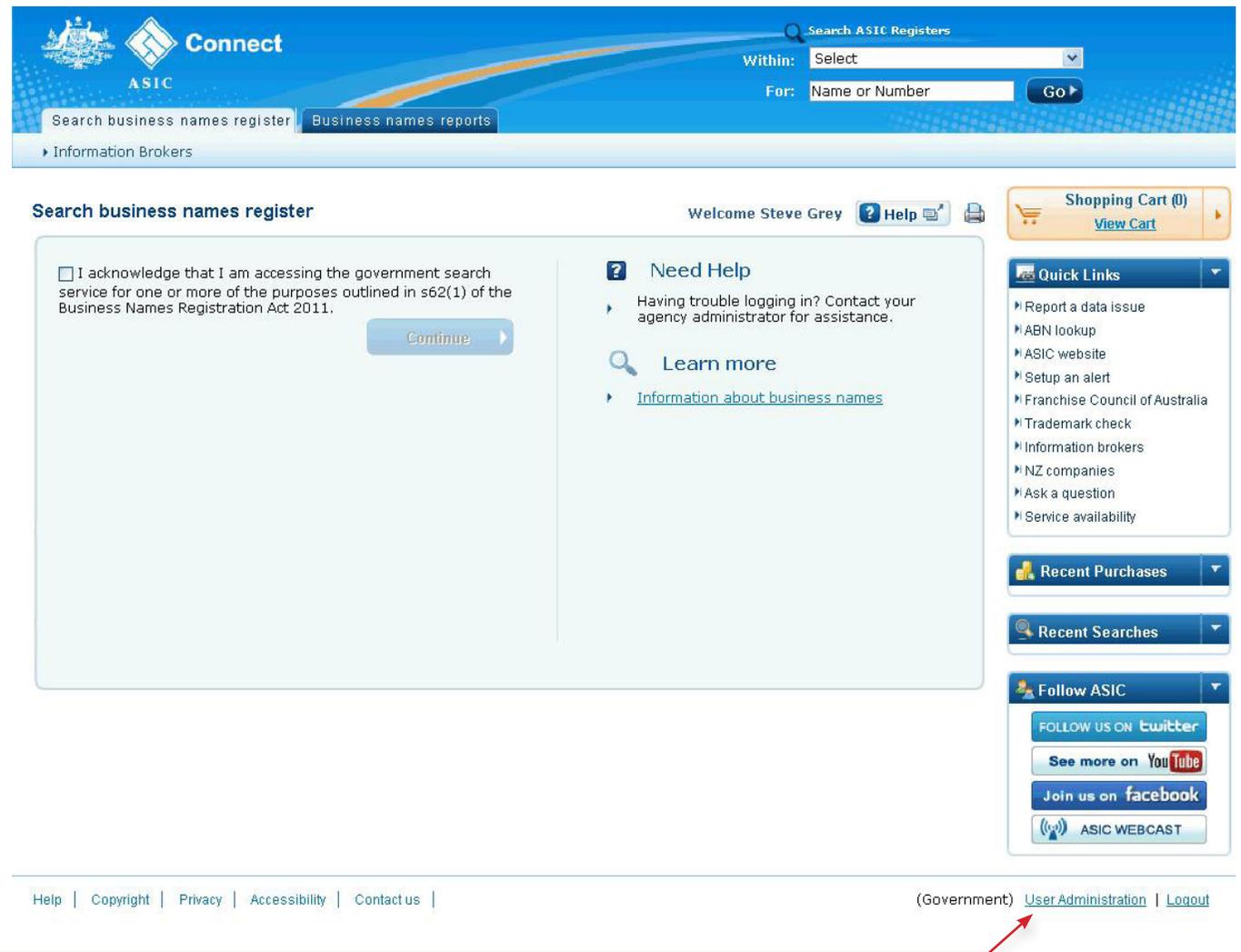
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The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

# Log in

## Government search portal

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



The screenshot shows the ASIC Connect website interface. At the top, there is a search bar for ASIC Registers with a dropdown menu for 'Within:' (set to 'Select') and a text input for 'For:' (set to 'Name or Number'). Below the search bar are tabs for 'Search business names register' and 'Business names reports'. The main content area is titled 'Search business names register' and includes a 'Welcome Steve Grey' message, a 'Help' icon, and a 'Continue' button. A 'Need Help' section offers assistance for login issues, and a 'Learn more' section provides a link to 'Information about business names'. On the right side, there is a 'Shopping Cart (0)' with a 'View Cart' link, a 'Quick Links' menu with various options like 'Report a data issue' and 'ABN lookup', 'Recent Purchases', 'Recent Searches', and 'Follow ASIC' with social media links for Twitter, YouTube, Facebook, and an ASIC Webcast. At the bottom, a footer contains links for 'Help', 'Copyright', 'Privacy', 'Accessibility', 'Contact us', and '(Government) [User Administration](#) | [Logout](#)'. A red arrow points from the 'User Administration' link in the footer to the text on the left.

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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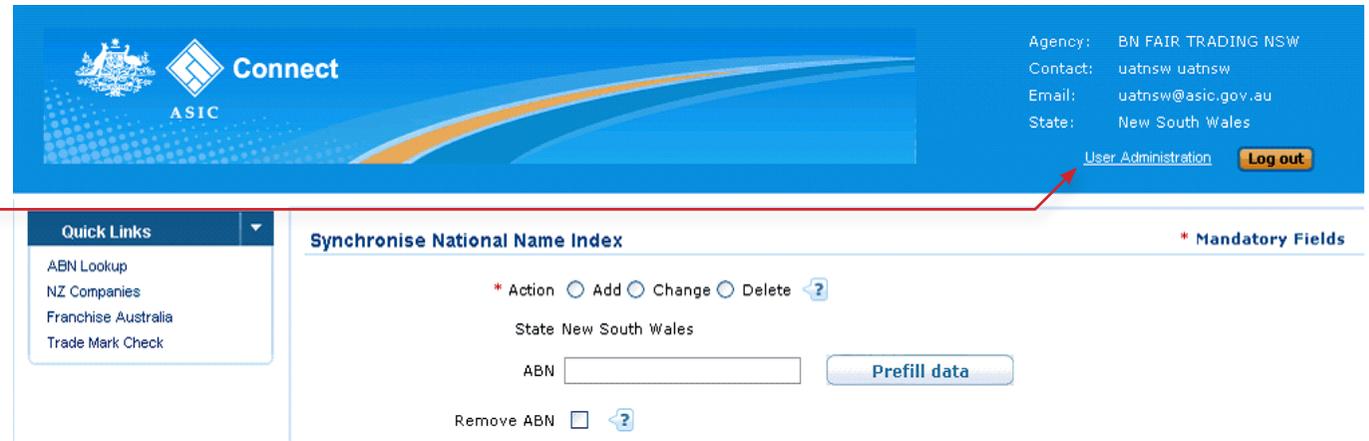
# Log in

## 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**.



Agency: BN FAIR TRADING NSW  
Contact: uatnsw uatnsw  
Email: uatnsw@asic.gov.au  
State: New South Wales

[User Administration](#) [Log out](#)

**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  [Prefill data](#)

Remove ABN  ?

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# Screen layout

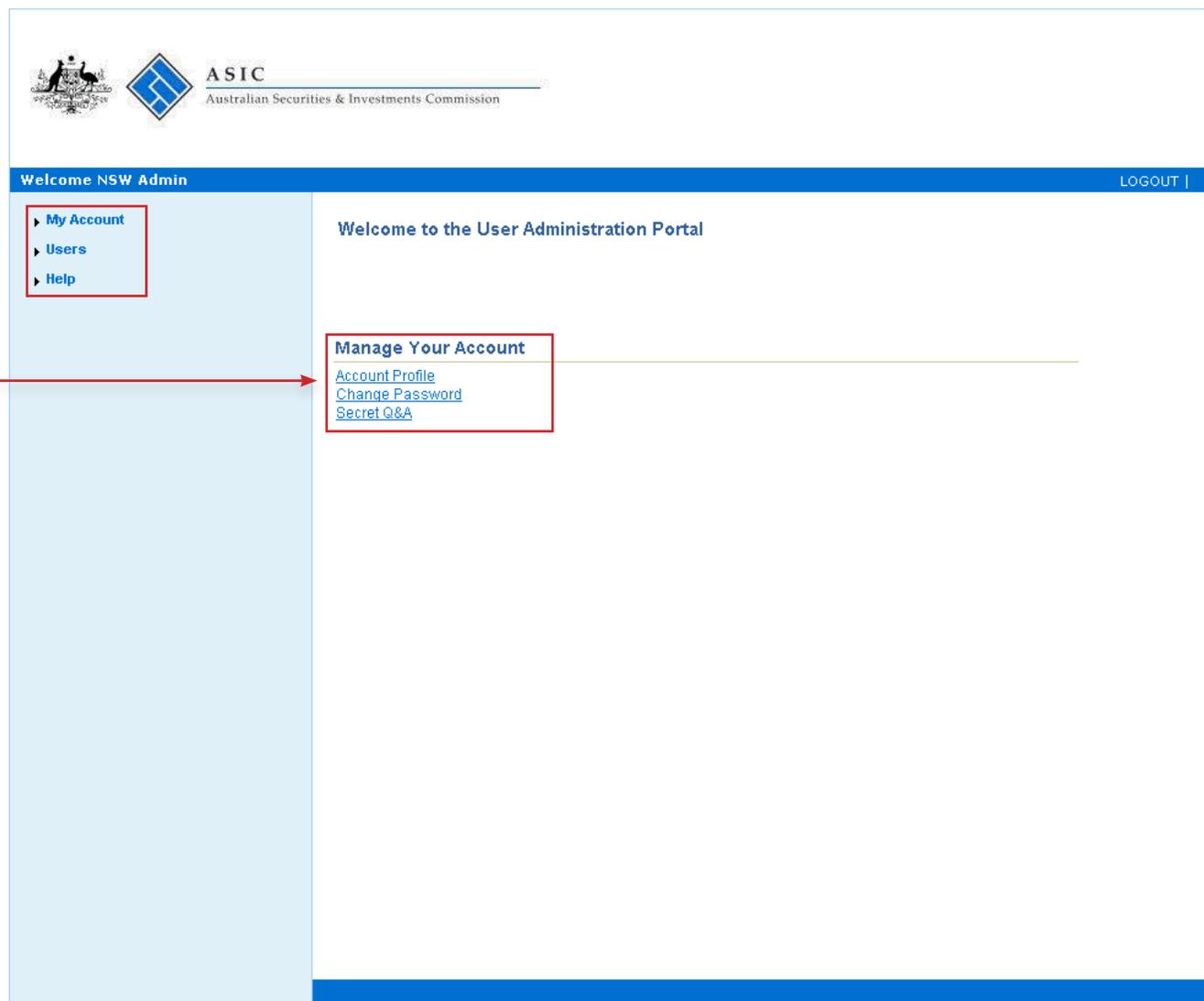
## User Administration Portal

### Side menu

- My Account
- Users
- Help

### Main screen

- Account profile
- Change password
- Secret Q & A



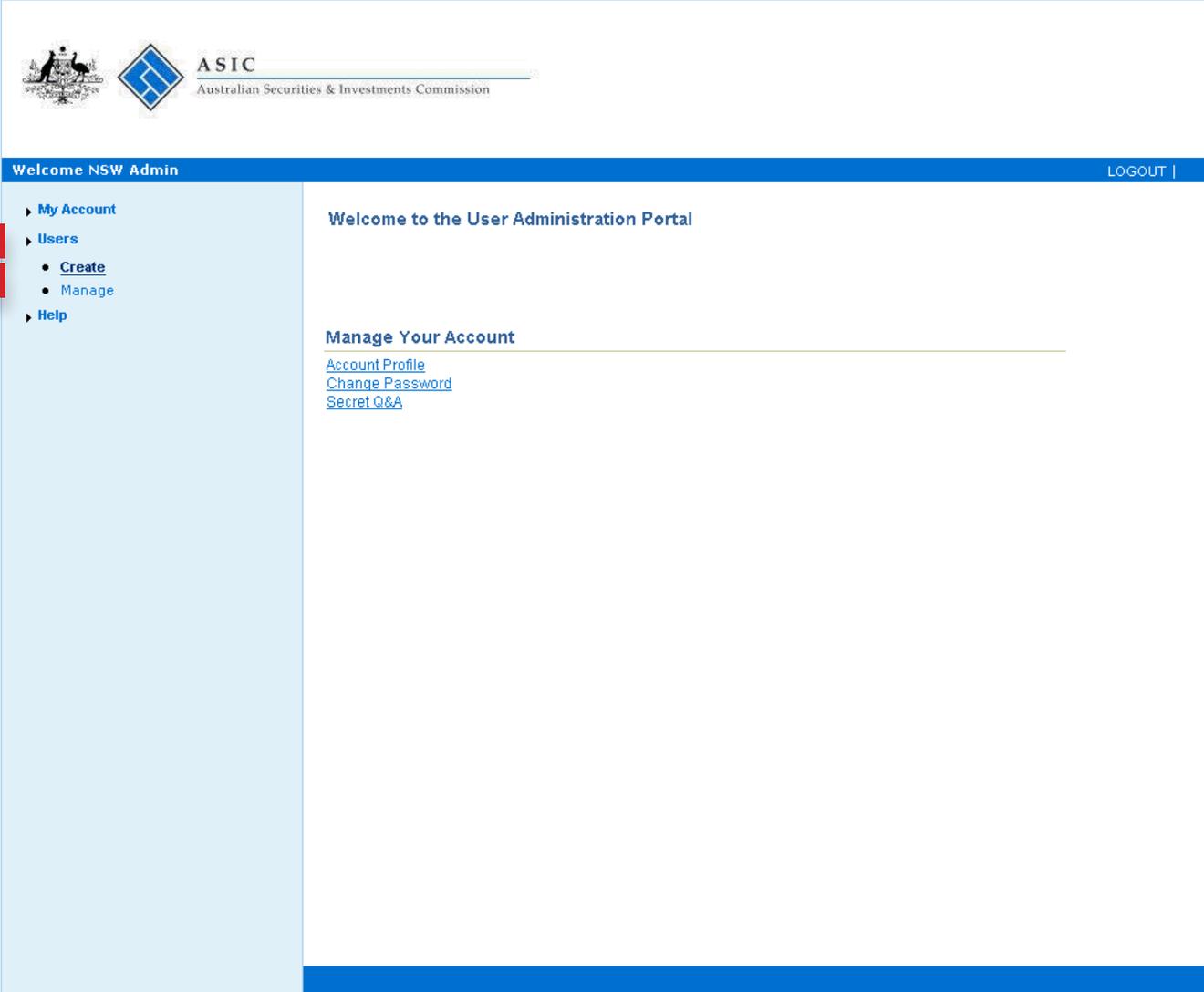
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

# Create users

This section shows how to create users

## Create users

1. Select **Users** in the left hand column.
2. Select **Create**.



The screenshot displays the ASIC User Administration Portal interface. At the top, the ASIC logo and name are visible. Below the header, a blue navigation bar contains the text "Welcome NSW Admin" and a "LOGOUT" link. The main content area is divided into two columns. The left column is a light blue sidebar menu with the following items: "My Account", "Users", "Help", and "Create". The "Users" item is expanded, showing sub-items "Create" and "Manage". A red arrow points from the first step of the instructions to the "Users" menu item, and a second red arrow points to the "Create" sub-item. The right column contains the text "Welcome to the User Administration Portal" and a section titled "Manage Your Account" with links for "Account Profile", "Change Password", and "Secret Q&A".

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

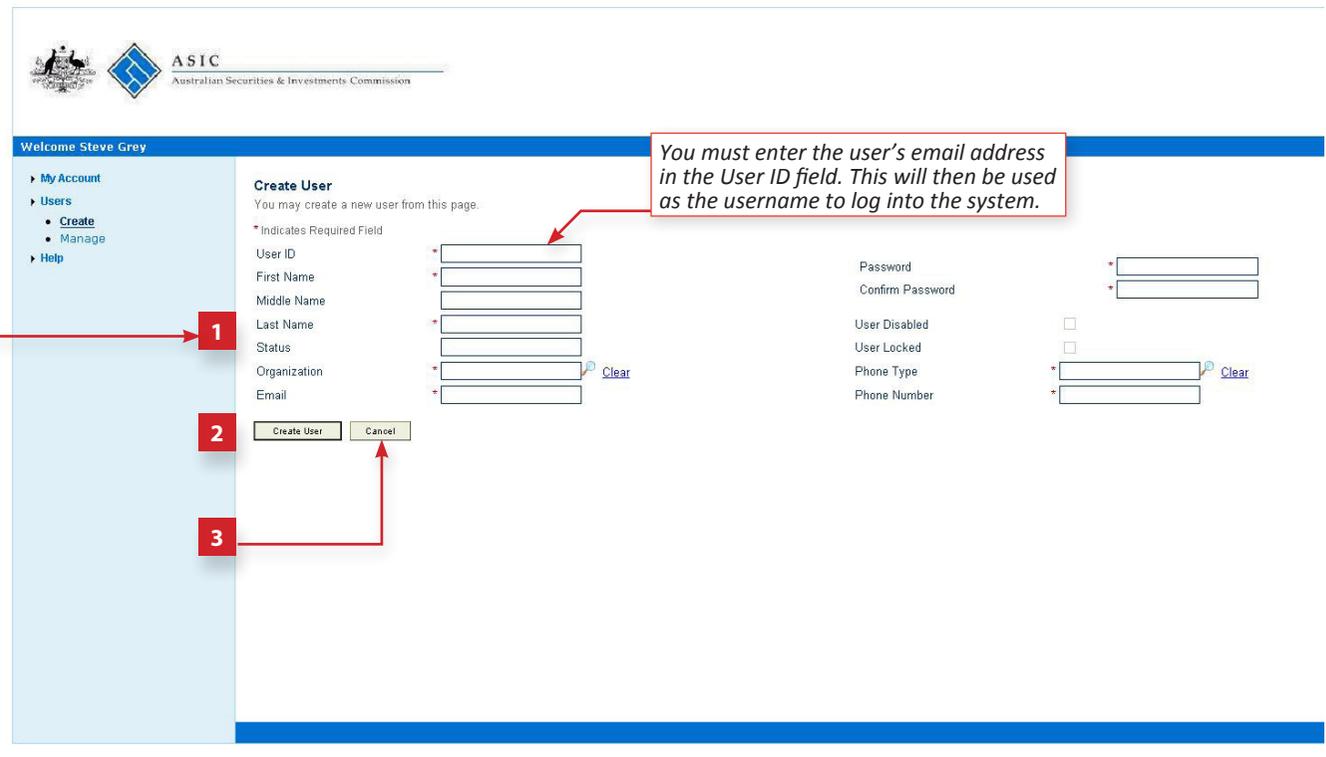
# Create users

1. Enter the new user details.
2. Select **Create User** to add the user to your account.
3. Select **Cancel** to remove the details entered and return to the homepage

**Note:** Once the account is created, the user will need to activate their account via an automatic email.

**Note:** If the new user needs to be appointed as an administrator, the current administrator should email [access.requests@asic.gov.au](mailto:access.requests@asic.gov.au) with new administrator details.

**Note:** When an administrator creates a new user account, they will need to email the password to the new user.



Welcome Steve Grey

**Create User**  
You may create a new user from this page.

\* Indicates Required Field

User ID

First Name

Middle Name

Last Name

Status

Organization  [Clear](#)

Email

Password   
 Confirm Password

User Disabled  
 User Locked  
 Phone Type  [Clear](#)  
 Phone Number

**1** **2** **3**

*You must enter the user's email address in the User ID field. This will then be used as the username to log into the system.*

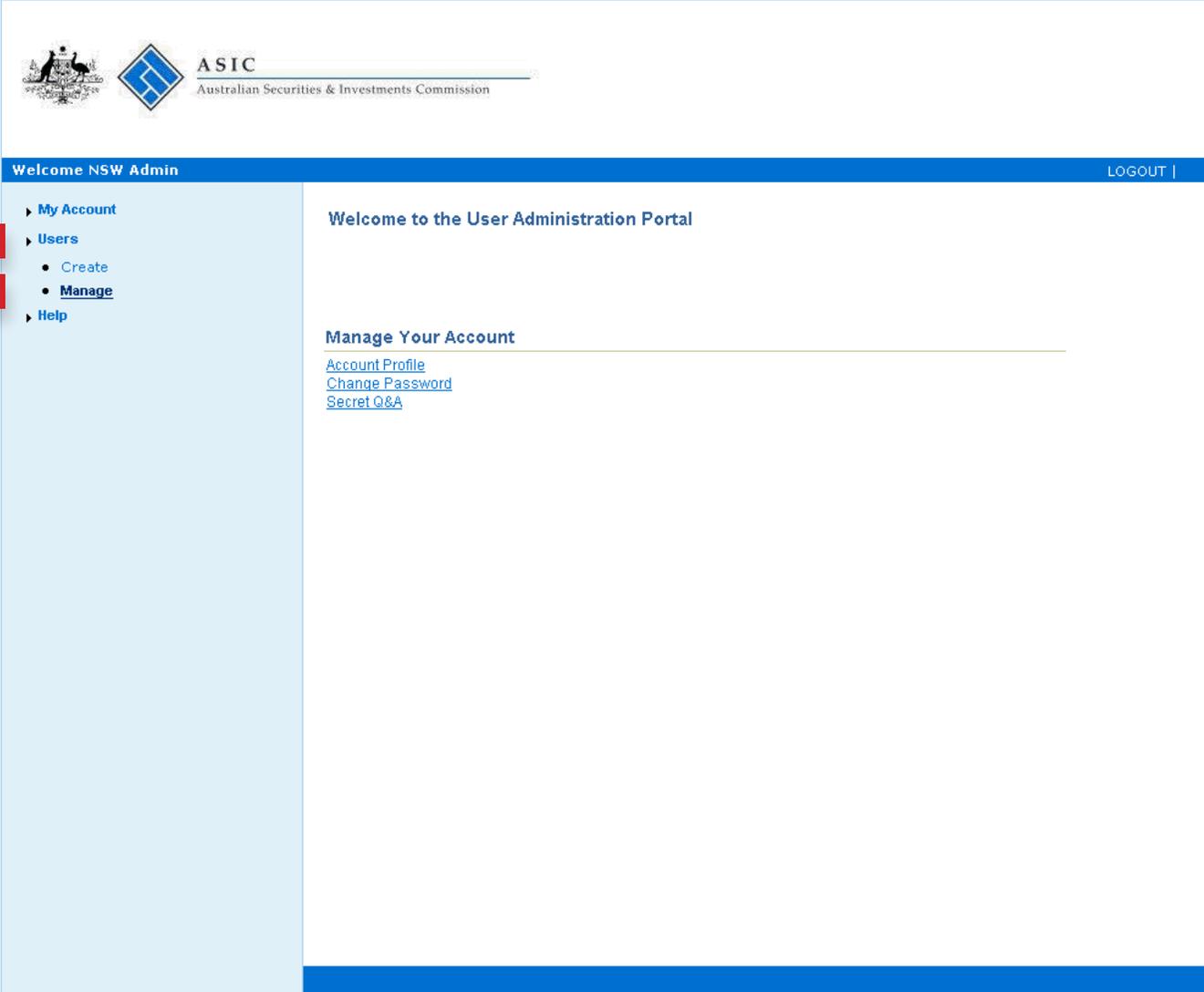
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

# Manage users

This section shows how to manage user details

## Manage users

1. Select **Users** in the left hand column.
2. Select **Manage**.



The screenshot displays the ASIC User Administration Portal. At the top left, the ASIC logo and name are visible. Below this is a blue header bar with the text "Welcome NSW Admin" and a "LOGOUT |" link on the right. The main content area is divided into two columns. The left column is a light blue sidebar containing a navigation menu with the following items: "My Account", "Users", "Help", "Create", and "Manage". The "Users" item is highlighted with a red box containing the number "1", and the "Manage" sub-item is highlighted with a red box containing the number "2". A red arrow points from the first step in the instructions to the "Users" item. The right column contains the text "Welcome to the User Administration Portal" and a section titled "Manage Your Account" with links for "Account Profile", "Change Password", and "Secret Q&A".

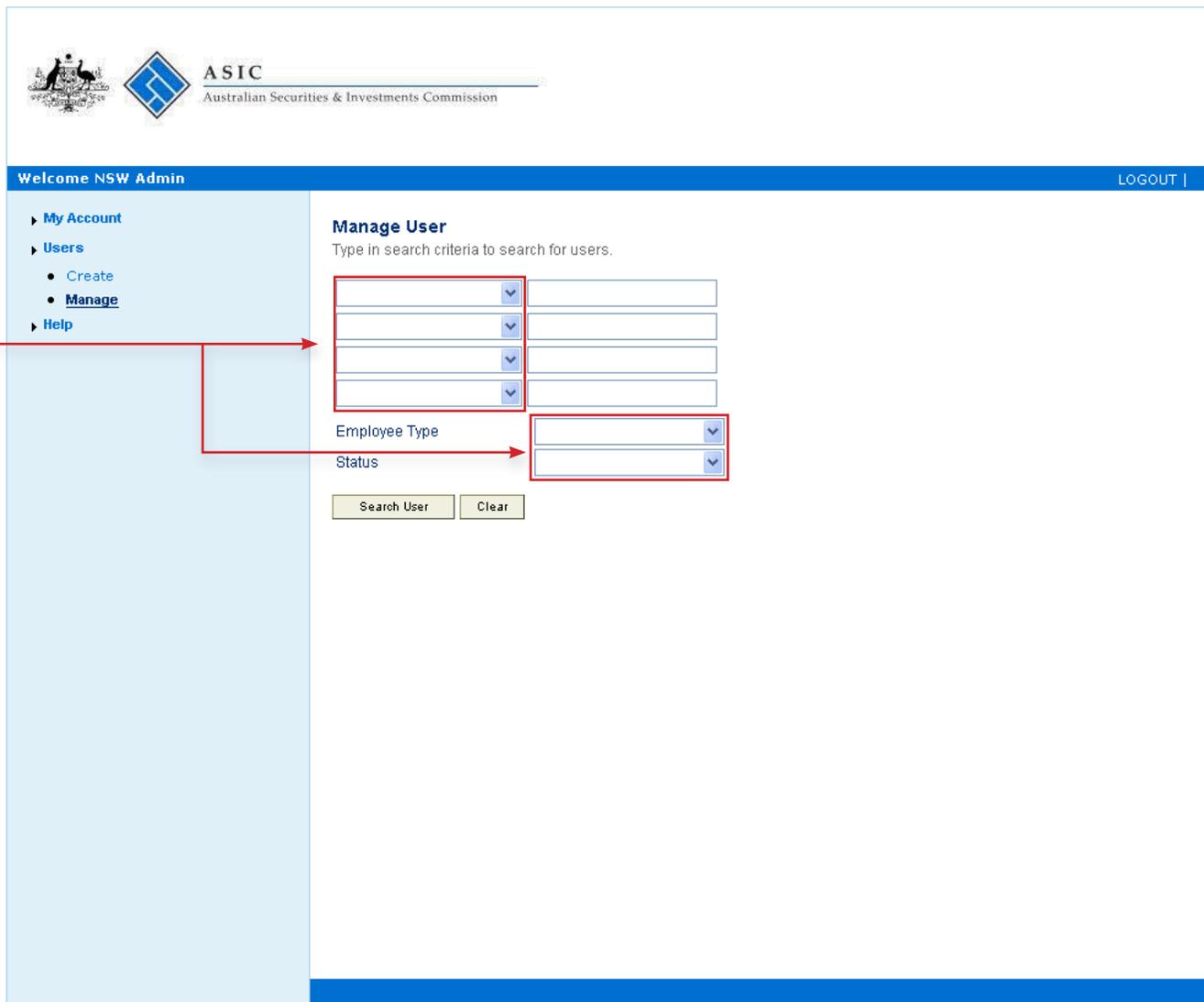
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

## Manage users

You will need to search for the users you would like to manage by selecting criteria from the drop-down boxes.

You can use an asterisk (\*) in any field as a wildcard when searching.

To display all users select **Search User** with no criteria entered.



ASIC  
Australian Securities & Investments Commission

Welcome NSW Admin LOGOUT |

- ▶ My Account
- ▶ Users
  - Create
  - **Manage**
- ▶ Help

### Manage User

Type in search criteria to search for users.

<input type="text"/>	<input type="text"/>

Employee Type

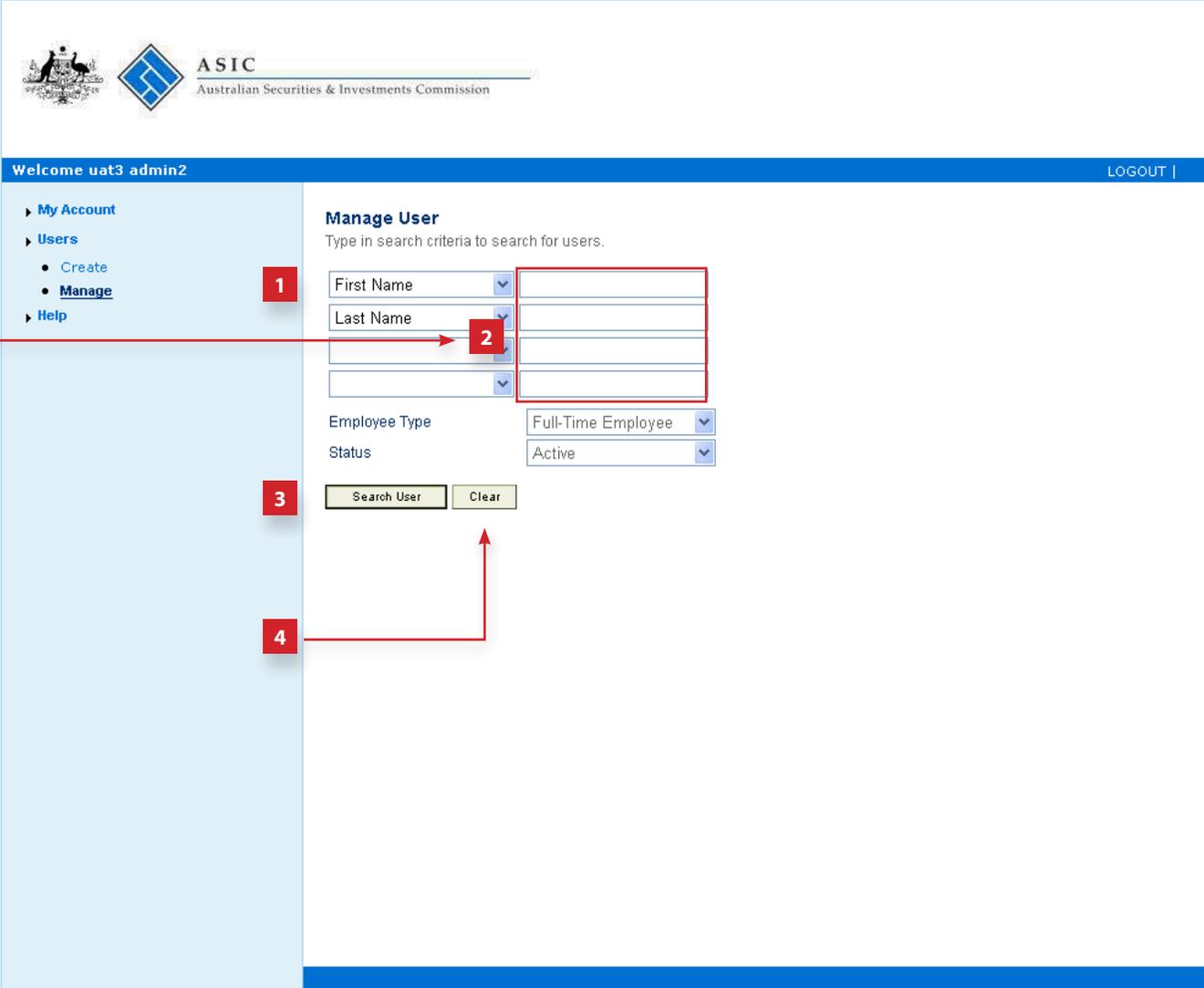
Status

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

# Manage users

You will need to search for the users you would like to manage by selecting criteria from the drop-down boxes.

1. Select search criteria from the drop down boxes.
2. Enter the criteria in the field next to the criteria.
3. Click on **Search User**.
4. Select **Clear** to remove any entered search criteria.



The screenshot shows the ASIC 'Manage User' interface. At the top, there is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. Below this is a blue navigation bar with 'Welcome uat3 admin2' on the left and 'LOGOUT |' on the right. A left-hand sidebar contains a menu with 'My Account', 'Users' (with sub-items 'Create' and 'Manage'), and 'Help'. The main content area is titled 'Manage User' and includes the instruction 'Type in search criteria to search for users.' Below this are three search criteria: 'First Name', 'Last Name', and an unlabeled one, each with a dropdown arrow and an adjacent text input field. A red box highlights these three input fields, with a red arrow pointing to the 'Last Name' field from callout '2'. Below the search criteria are two dropdown menus for 'Employee Type' (set to 'Full-Time Employee') and 'Status' (set to 'Active'). At the bottom of the search section are two buttons: 'Search User' and 'Clear'. A red arrow points to the 'Clear' button from callout '4'. Callout '1' points to the 'Manage' link in the sidebar, callout '3' points to the 'Search User' button, and callout '4' points to the 'Clear' button.

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

# Manage users

1. Tick the box next to the user in the **Enable** column to enable access.
2. Tick the box next to the user in the **Disable** column to disable access
3. Tick the box next to the user in the **Unlock** column to unlock access.
4. Select the user ID to display further information and change user details.

### Manage User

Type in search criteria to search for users.

Employee Type

Status

---

Results 1-8 of 8

User ID	First Name	Last Name	Status	Enable	Disable	Unlock	Delete
<a href="#">AUGUST_TEST</a>	Gary	Grey	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">BENBUURMAN</a>	ben	Street	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">KS</a>	Mark	High	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">KBS</a>	Klive	Banner	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">KLAYS</a>	Stanley	Cooper	Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">SANDT.ADMIN1@ASIC.GOV.AU</a>	Steve	Grey	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">SANDT.USER1@ASIC.GOV.AU</a>	Mathew	User	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">SANDT.USER2@ASIC.GOV.AU</a>	SANDT	USER2	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="button" value="Enable"/>	<input type="button" value="Disable"/>	<input type="button" value="Unlock"/>	<input type="button" value="Delete"/>

First | Previous | Next | Last

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

# Change user details

This section shows how to change details for individual users

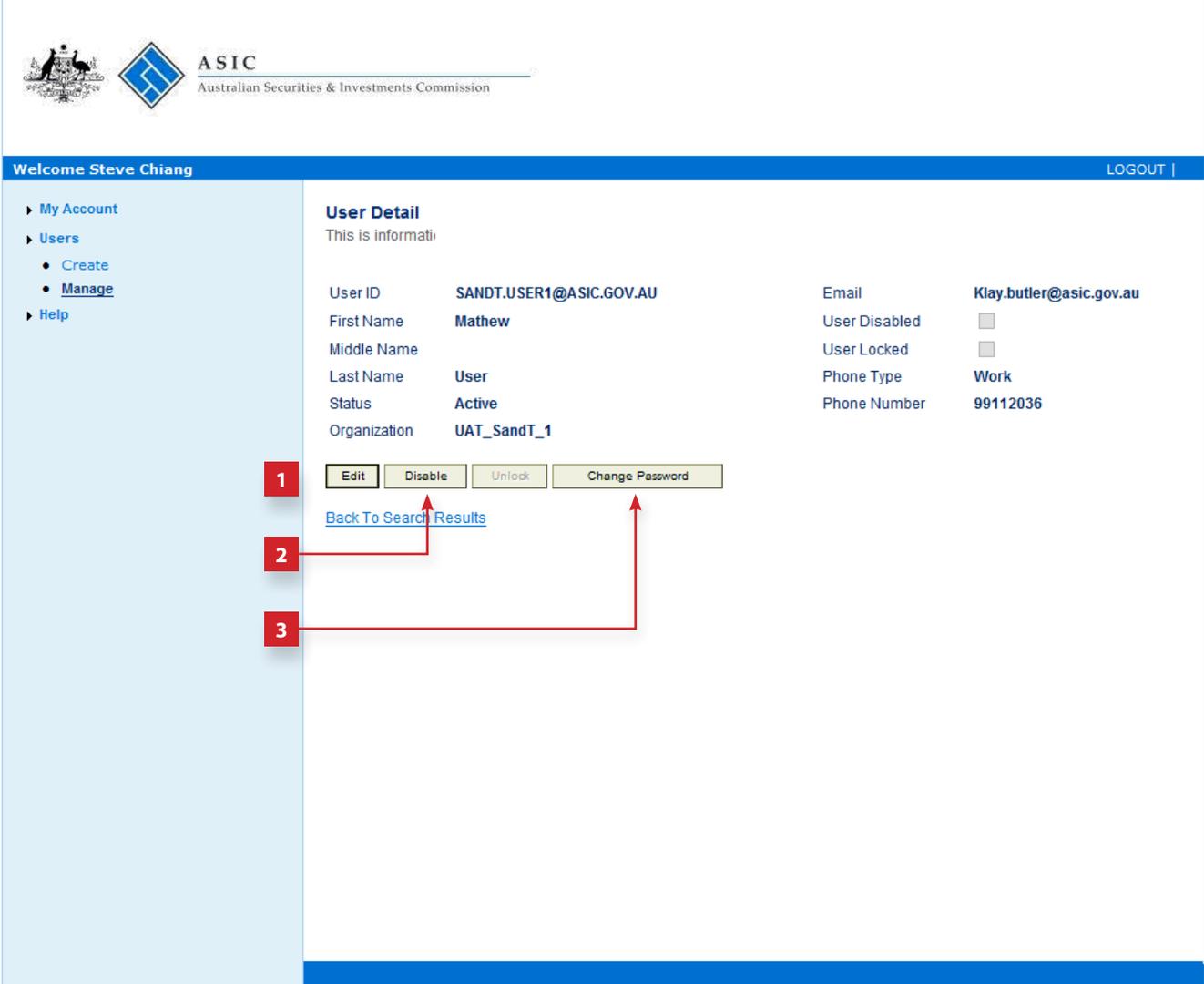
# Change user details

1. Select **Edit** to change the user details.

**Note: Do not edit the User ID.**

2. Select **Disable** to disable access for the user.
3. Select **Change Password** to change the password for the individual user.

**Note:** If the user resets their password, they will be notified by email of the new password.



The screenshot displays the ASIC User Administration Portal interface. At the top, the ASIC logo and name are visible. Below the header, a blue bar contains the text "Welcome Steve Chiang" and a "LOGOUT" link. The main content area is divided into two sections. On the left is a navigation menu with options: "My Account", "Users", "Help", "Create", and "Manage". The "Users" section is expanded, showing "Create" and "Manage" as sub-options. The "Manage" option is selected. On the right is the "User Detail" section, which displays the following information:

User ID	SANDT.USER1@ASIC.GOV.AU	Email	Klay.butler@asic.gov.au
First Name	Mathew	User Disabled	<input type="checkbox"/>
Middle Name		User Locked	<input type="checkbox"/>
Last Name	User	Phone Type	Work
Status	Active	Phone Number	99112036
Organization	UAT_SandT_1		

Below the user details, there are four buttons: "Edit", "Disable", "Unlock", and "Change Password". A red arrow labeled "1" points to the "Edit" button. A red arrow labeled "2" points to the "Disable" button. A red arrow labeled "3" points to the "Change Password" button. Below the buttons is a link labeled "Back To Search Results".

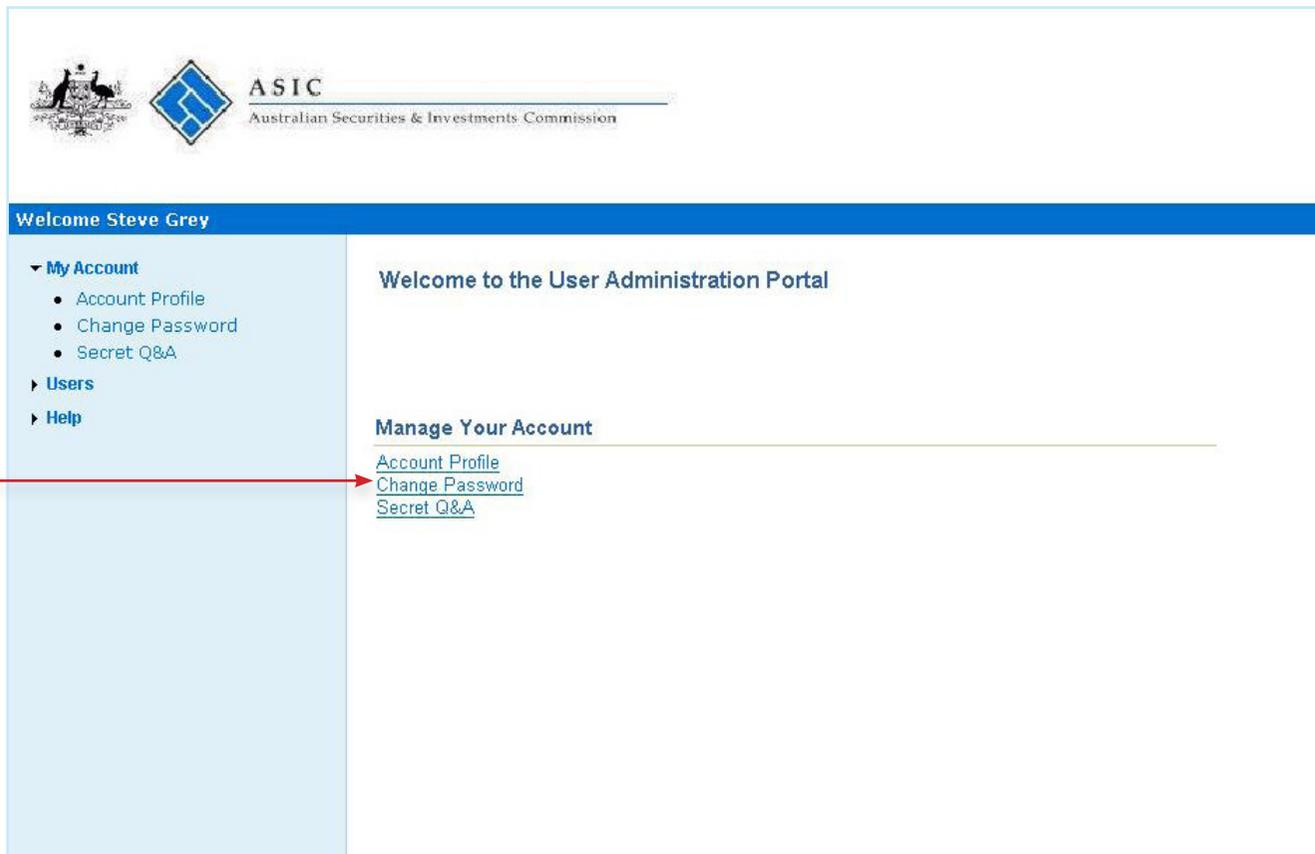
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# Change administrator password

This section shows how to change a password

## Change password

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

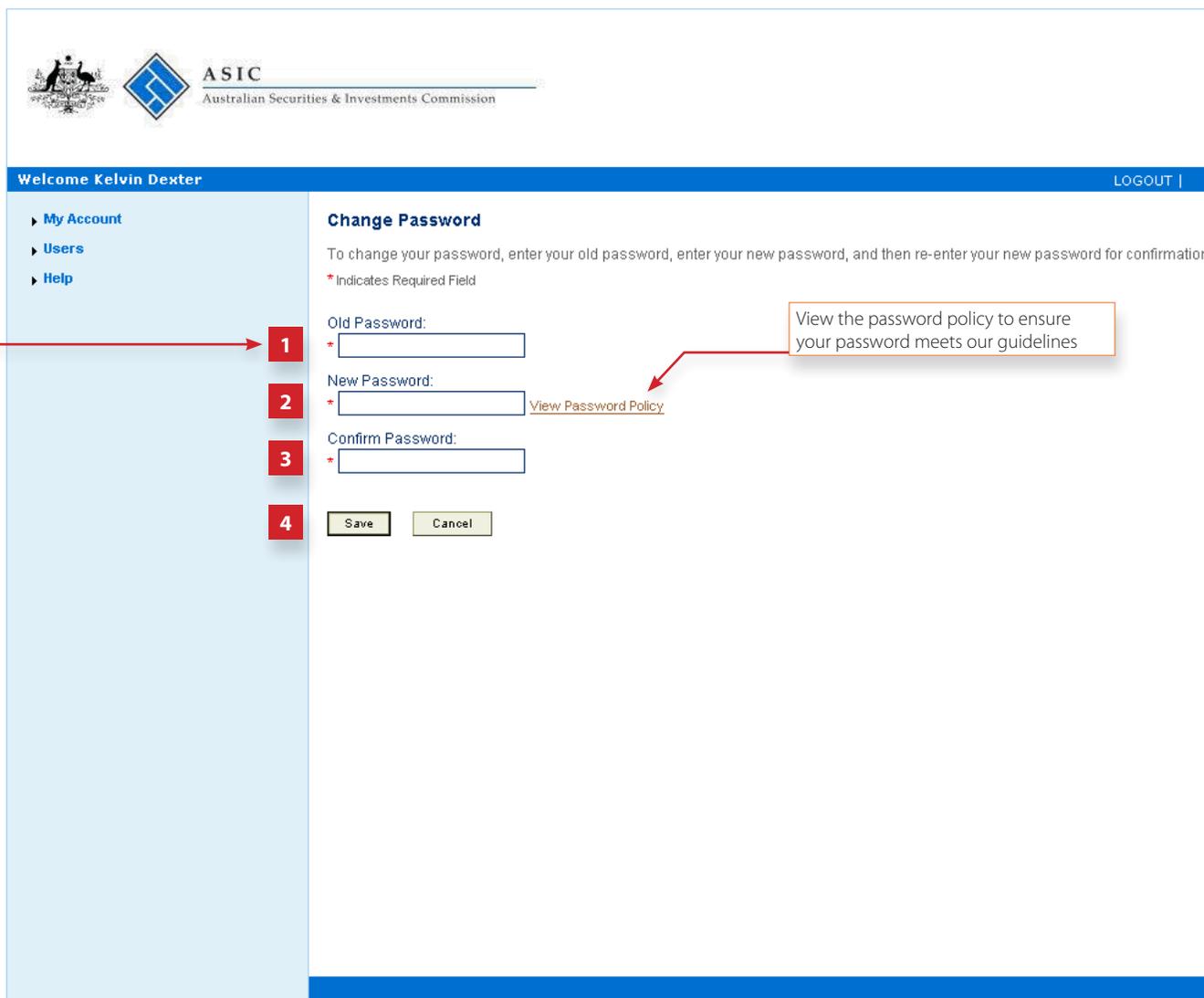


The screenshot displays the ASIC User Administration Portal interface. At the top, the ASIC logo and name are visible. Below the header, a blue bar reads "Welcome Steve Grey". The main content area is divided into two columns. The left column contains a navigation menu with the following items: "My Account" (expanded to show "Account Profile", "Change Password", and "Secret Q&A"), "Users", and "Help". The right column displays "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 "Change Password" link in the right column.

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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.



Welcome Kelvin Dexter LOGOUT |

- ▶ My Account
- ▶ Users
- ▶ 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

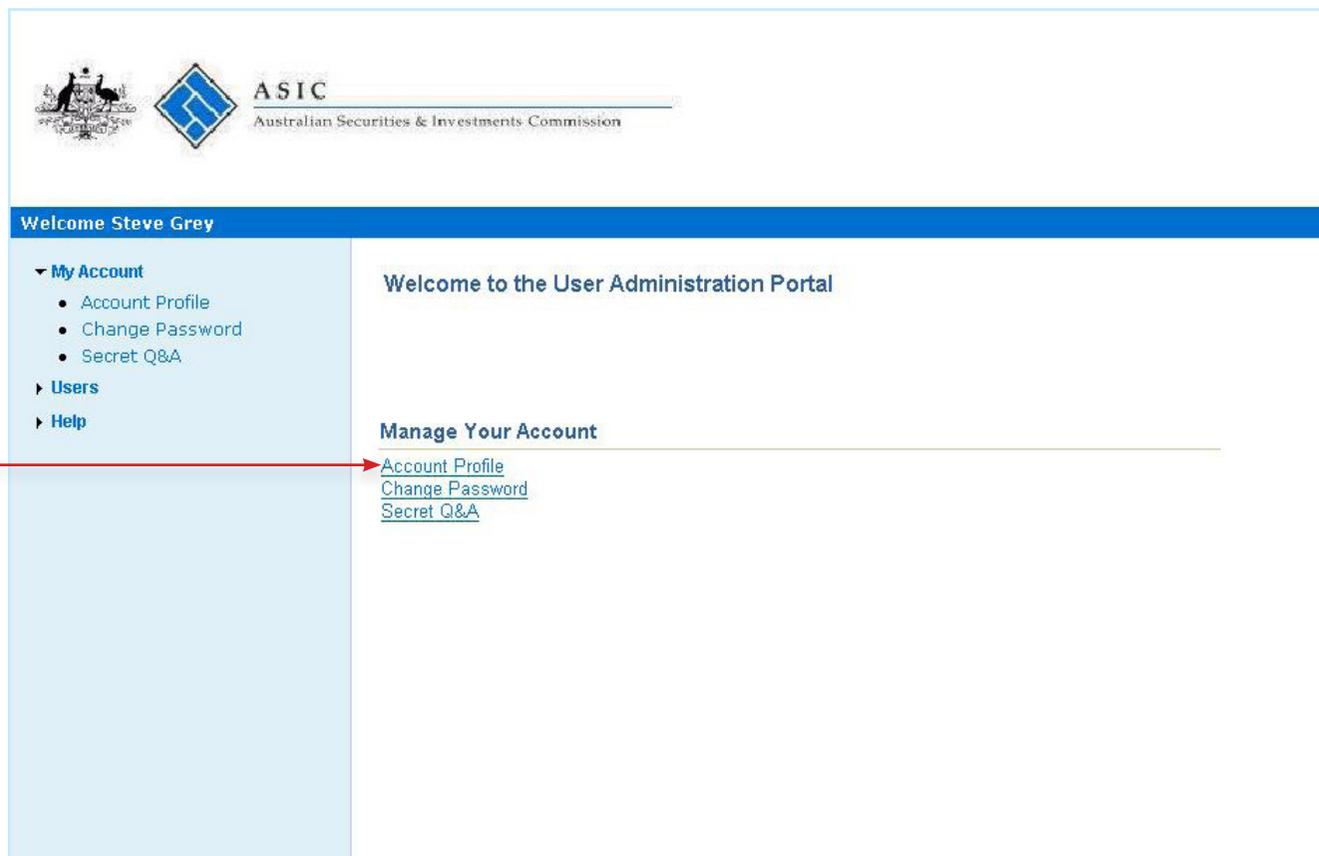
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# Account Profile

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 interface. At the top, the ASIC logo and name are visible. Below the header, a blue bar reads "Welcome Steve Grey". The main content area is divided into two columns. The left column contains a navigation menu with the following items: "My Account" (expanded), "Users", and "Help". Under "My Account", the options are "Account Profile", "Change Password", and "Secret Q&A". The right column displays "Welcome to the User Administration Portal" and a section titled "Manage Your Account" with three links: "Account Profile", "Change Password", and "Secret Q&A". A red arrow points from the text on the left to the "Account Profile" link in the "Manage Your Account" section.

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# Account profile

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

ASIC  
Australian Securities & Investments Commission

Welcome Kelvin Dexter LOGOUT |

- ▶ My Account
  - **Account Profile**
  - Change Password
  - Secret Q&A
- ▶ Users
- ▶ Help

### Account Profile

Review the current information about your user account.

Email:

First Name:

Middle Name:

Last Name:

Created On:

Organization:

Manager:

Phone Type:

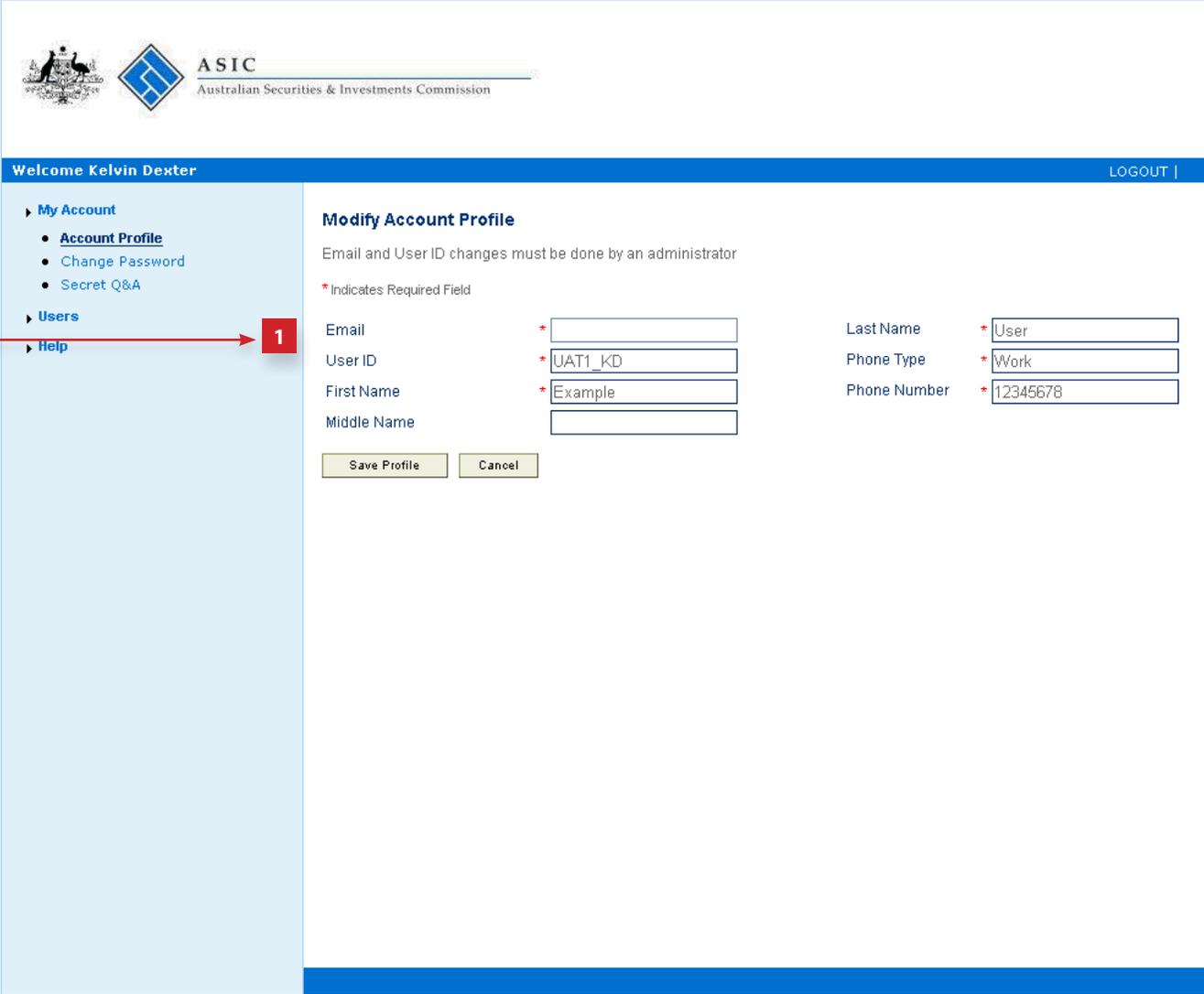
Phone Number:

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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.



ASIC  
Australian Securities & Investments Commission

Welcome Kelvin Dexter LOGOUT |

- ▶ My Account
  - **Account Profile**
  - Change Password
  - Secret Q&A
- ▶ Users
- ▶ 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"/>			

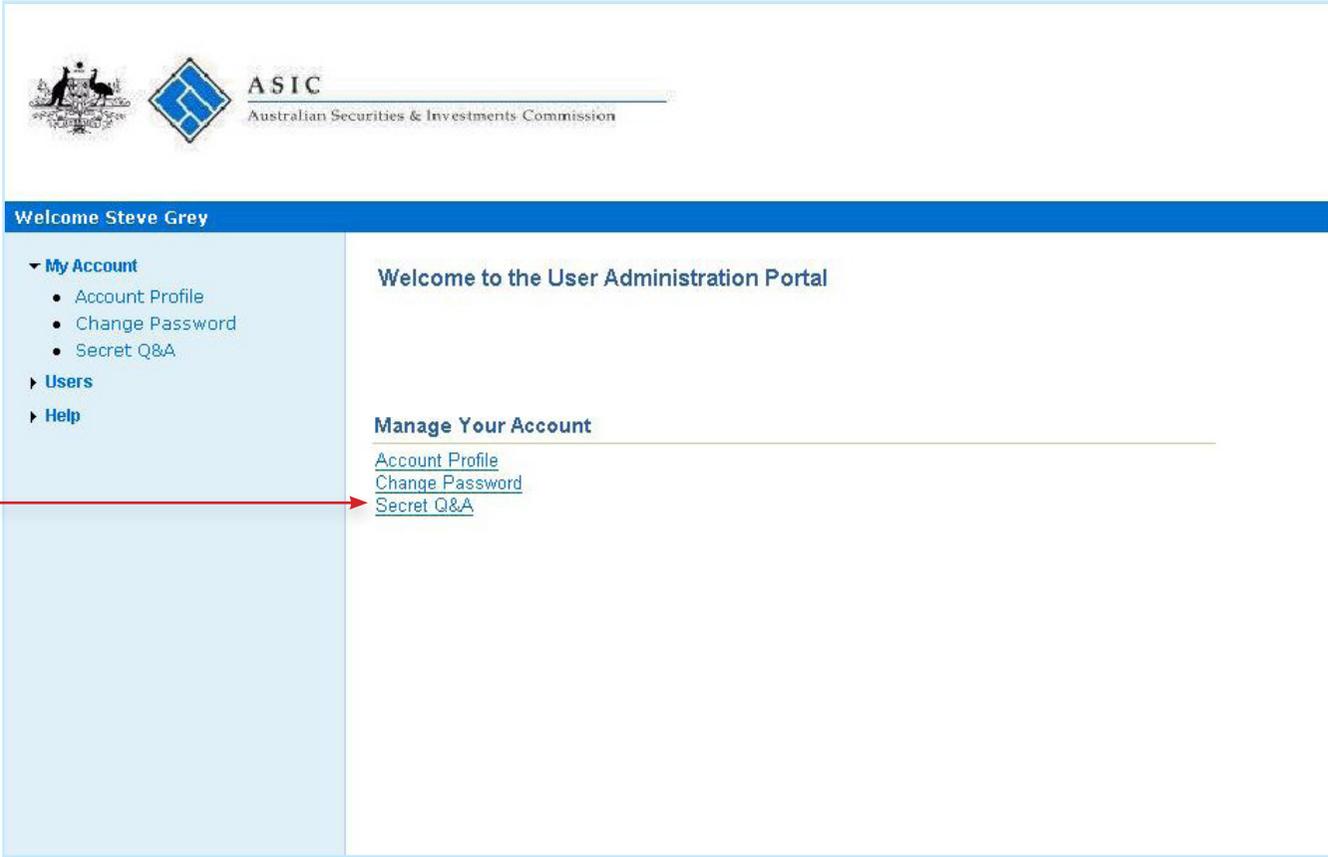
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

# 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.



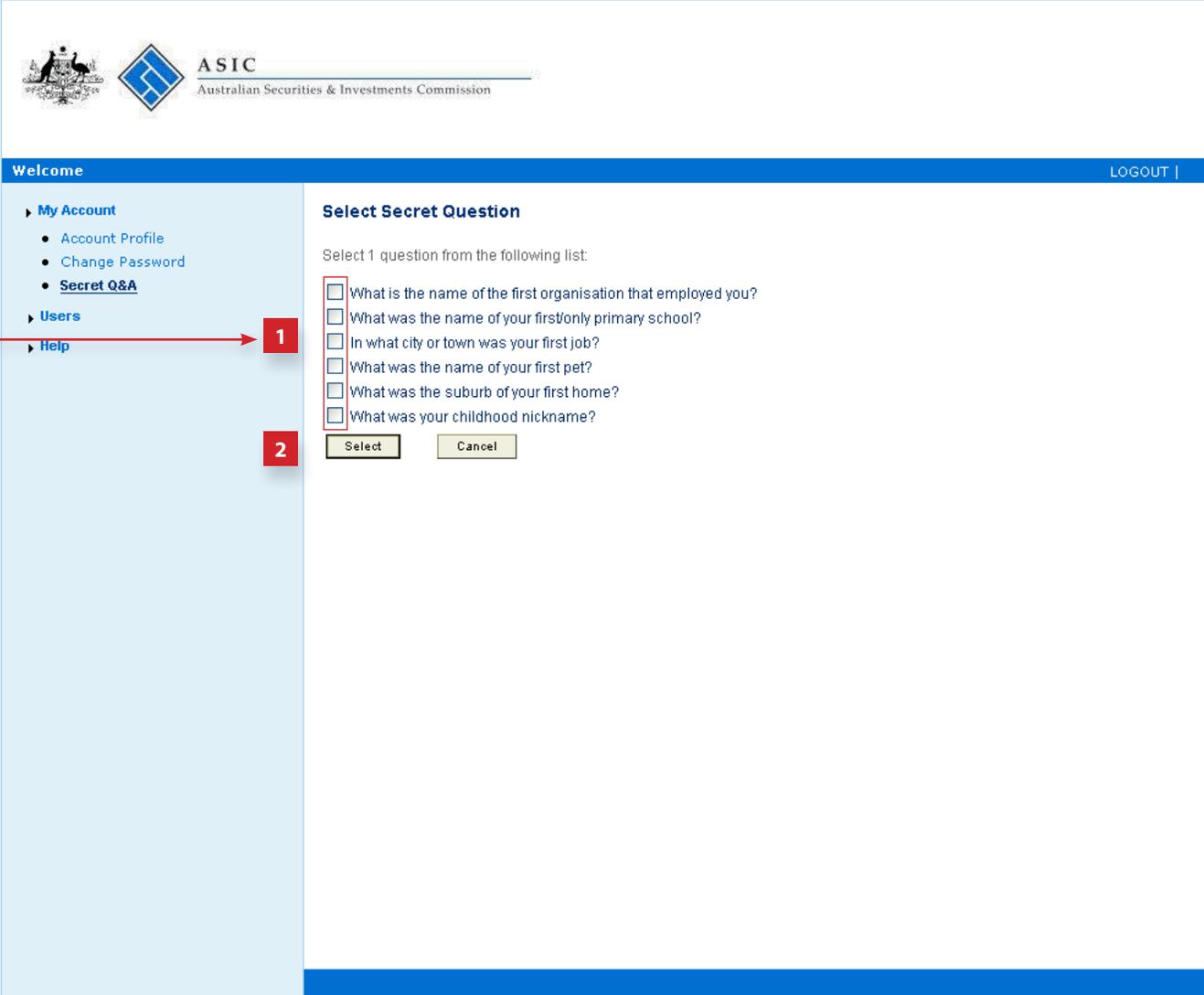
The screenshot displays the ASIC User Administration Portal. At the top, the ASIC logo and name are visible. Below the header, a blue bar reads "Welcome Steve Grey". The main content area is divided into two columns. The left column contains a navigation menu with the following items: "My Account" (expanded to show "Account Profile", "Change Password", and "Secret Q&A"), "Users", and "Help". The right column displays a "Welcome to the User Administration Portal" message and a "Manage Your Account" section with links for "Account Profile", "Change Password", and "Secret Q&A". A red arrow points from the text on the left to the "Secret Q&A" link in the right column.

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

## Select Secret Question

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



Welcome LOGOUT |

- ▶ **My Account**
  - Account Profile
  - Change Password
  - **Secret Q&A**
- ▶ Users
- ▶ 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?

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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.

The screenshot shows the ASIC Connect portal interface. At the top left is the Australian Coat of Arms and the ASIC logo. Below the logo is the text 'ASIC Australian Securities & Investments Commission'. A blue navigation bar contains 'Welcome' on the left and 'LOGOUT |' on the right. A left-hand navigation menu lists: 'My Account' (with sub-items: Account Profile, Change Password, Secret Q&A), 'Users', and 'Help'. A red arrow labeled '1' points to the 'Secret Q&A' link. The main content area is titled 'Provide Secret Answer' and contains the text 'Provide answer to your secret question.' followed by '\*Indicates Required Field'. Below this is a question: 'What is the name of the first organisation that employed you?' with an asterisk and a text input field. A red box labeled '2' is next to the input field. At the bottom of the form are three buttons: 'Exit' (with a red box labeled '3'), 'Back' (with a red box labeled '4'), and 'Save'.

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