

How to search the journalist portal

ASIC Connect user guide | Published June 2025



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

Overview

- The ASIC <u>journalist portal</u> is a dedicated search service for approved journalists who are exempt from paying certain registry search fees.
- Approved journalists are provided with an 'application approved' email that includes a link to the ASIC journalist portal, username and password.

Get started

- 1. Visit our website <u>asic.gov.au/journalist-search</u>.
- 2. Select the **Search via the ASIC journalist portal** button to go to the portal.

Log in

Log in using your email address and password.

This will take you to the declaration page.

If you do not have access to the ASIC Journalist Portal, you will need to apply.

For more information on how to apply, visit our website (<u>Journalist portal</u>).

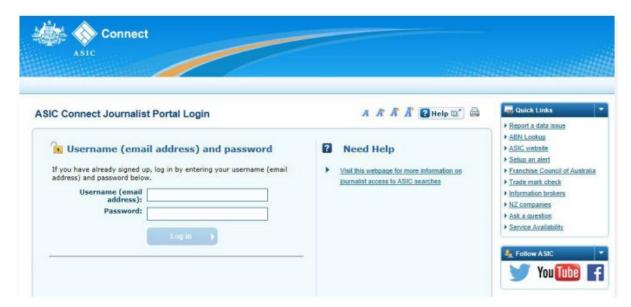
Note: our website uses cookies, which are small pieces of information exchanged between your web browser and a website server.

You may experience errors logging in if you:

- don't regularly clear your cookies and cache
- store your log in credentials in your Internet browser
- copy and paste your log in credentials.

Using the above tips will minimise log in errors that aren't related to incorrect log in credentials.

If problems persist, please email journalist.apply@asic.gov.au to have your password reset.



Complete the declaration

- 1. Under the **Search company and other registers** tab.
- 2. Select the relevant **acknowledgement statements** to verify and declare your role and understanding.
- 3. Select Continue.



Begin search

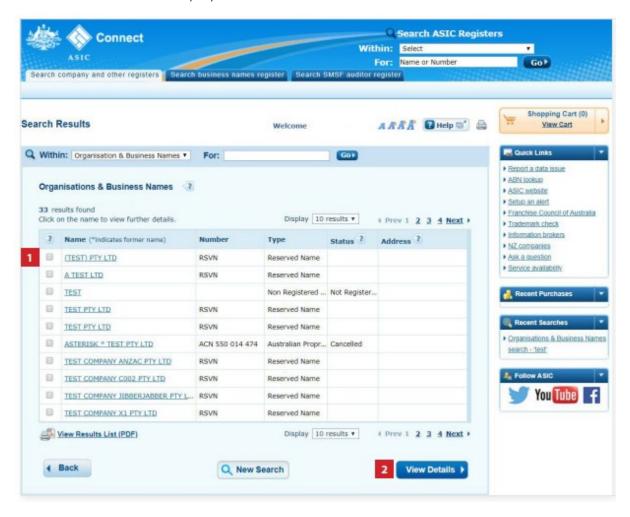
- 1. Select the **Search company and other registers** tab.
- 2. Select the required **search type** from the drop-down box.
- 3. Enter the name or registration number of the entity you are searching.
- 4. Select Go.



Search results

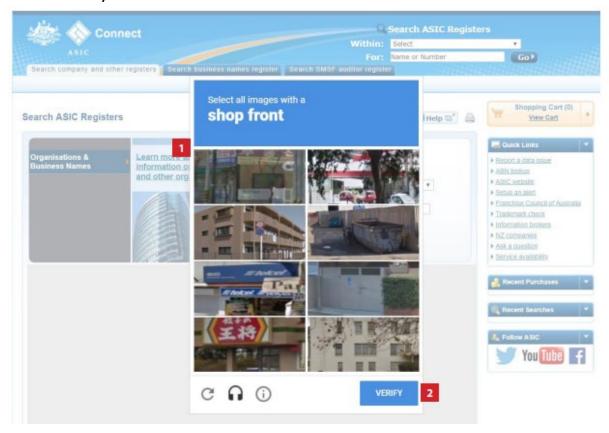
This screen shows an example of entity names, types and statuses.

- 1. Select the required name.
- 2. Select View Details to display.



Capture verification

- 1. Select all images with a (as specified in the verification screen).
- 2. Select Verify.



Search results

This screen displays further information about the organisation(s) selected.

Under **Information for purchase**, there is a list of available products.

- 1. Select the product/s you would like to purchase (no fee will be charged)
- 2. Select Add To Cart.

Select **OK** when the confirmation box appears

3. Select Checkout.

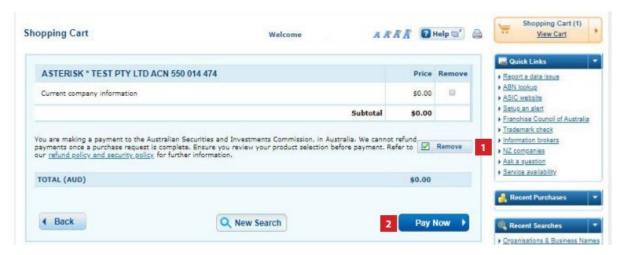


Shopping cart

This screen will confirm all the products that were selected.

- 1. To remove products from the cart, tick the relevant box and select **Remove**.
- 2. To purchase products in the cart, select **Pay Now** (no payment will be charged).

Following this will be the Payment details - Delivery screen. Select Next to progress.



Receipt

This screen confirms your search request was successful.

Your product and receipt will be sent to your email address for you to view, save and print.

Alternatively, you can collect the payment receipt and product online by selecting 'Online Retrieval Status'.

