



ASIC

Connect


User guide

ASIC Connect

How to link a business to your ASIC Connect account

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

How to link a business to your account

- [ASIC Connect](#) is the online system used to manage your business name or approved SMSF auditor registration.
- You will need to link a business to your account before you can renew, update, cancel or transfer your registered business name.
- When linking a business to an [ASIC Connect](#) account, you will be asked to provide your ASIC key, date of birth and role in administering the business.
- 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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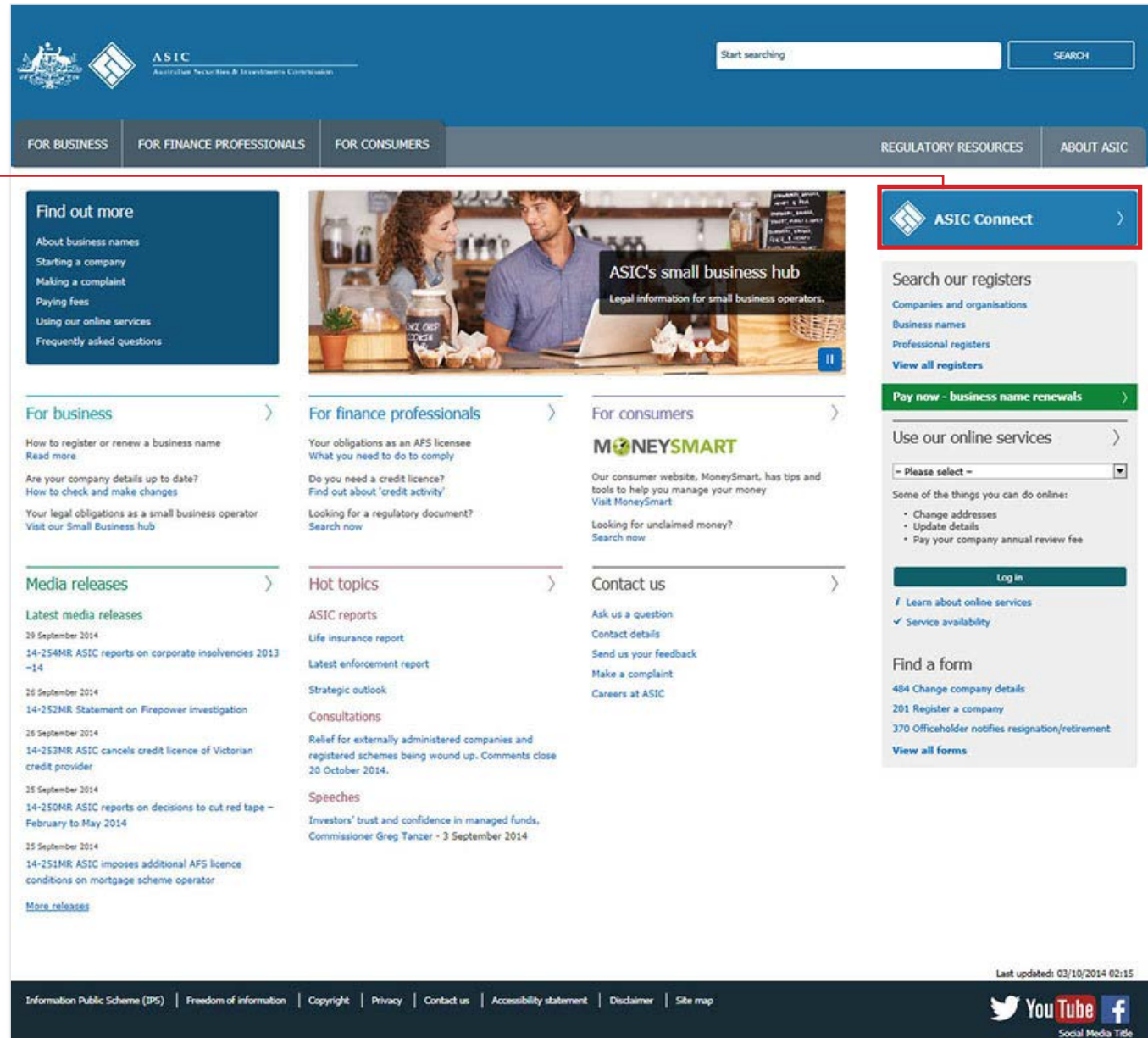
[How to link a business to your account](#)

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 feedback links; and a 'Search our registers' section with links to companies, business names, and professional registers. At the bottom, there is a footer with legal information and social media links.

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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 navigation menu. The main content area is titled 'Welcome' and features a central 'Log in to ASIC Connect' section. This section includes three buttons: 'Log in', 'Sign up', and 'AUSkey'. A red box highlights these buttons, and a red arrow points from the 'Log in' button to the text 'Go to ASIC Connect and select Log in.' in the left sidebar. Below the login section, there are sections for 'Do it now' (Search and See more on YouTube) and 'What's new' (a list of recent updates). The footer contains links for Help, Copyright, Privacy, Accessibility, and Contact us.

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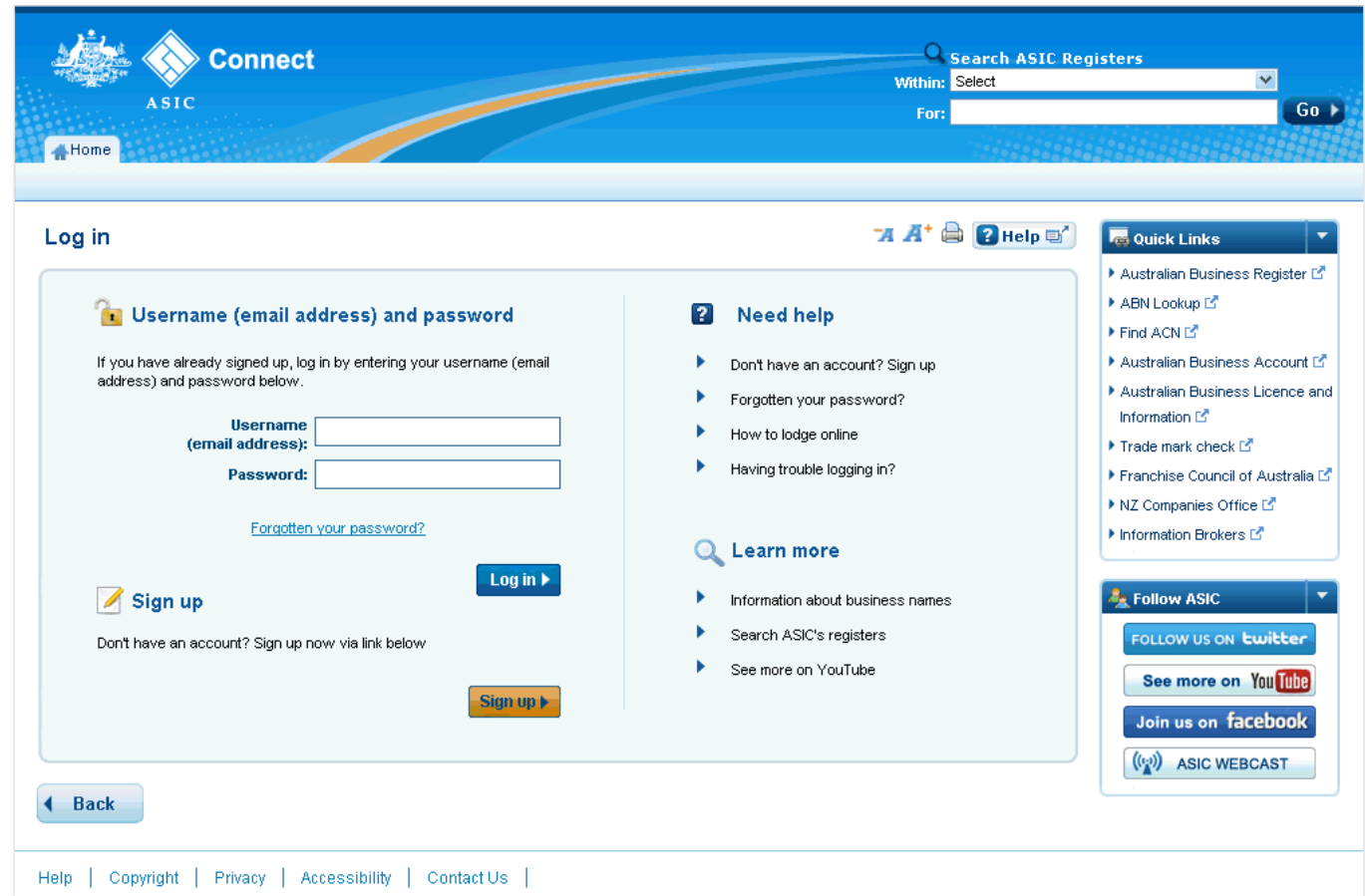
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Log in

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](#).



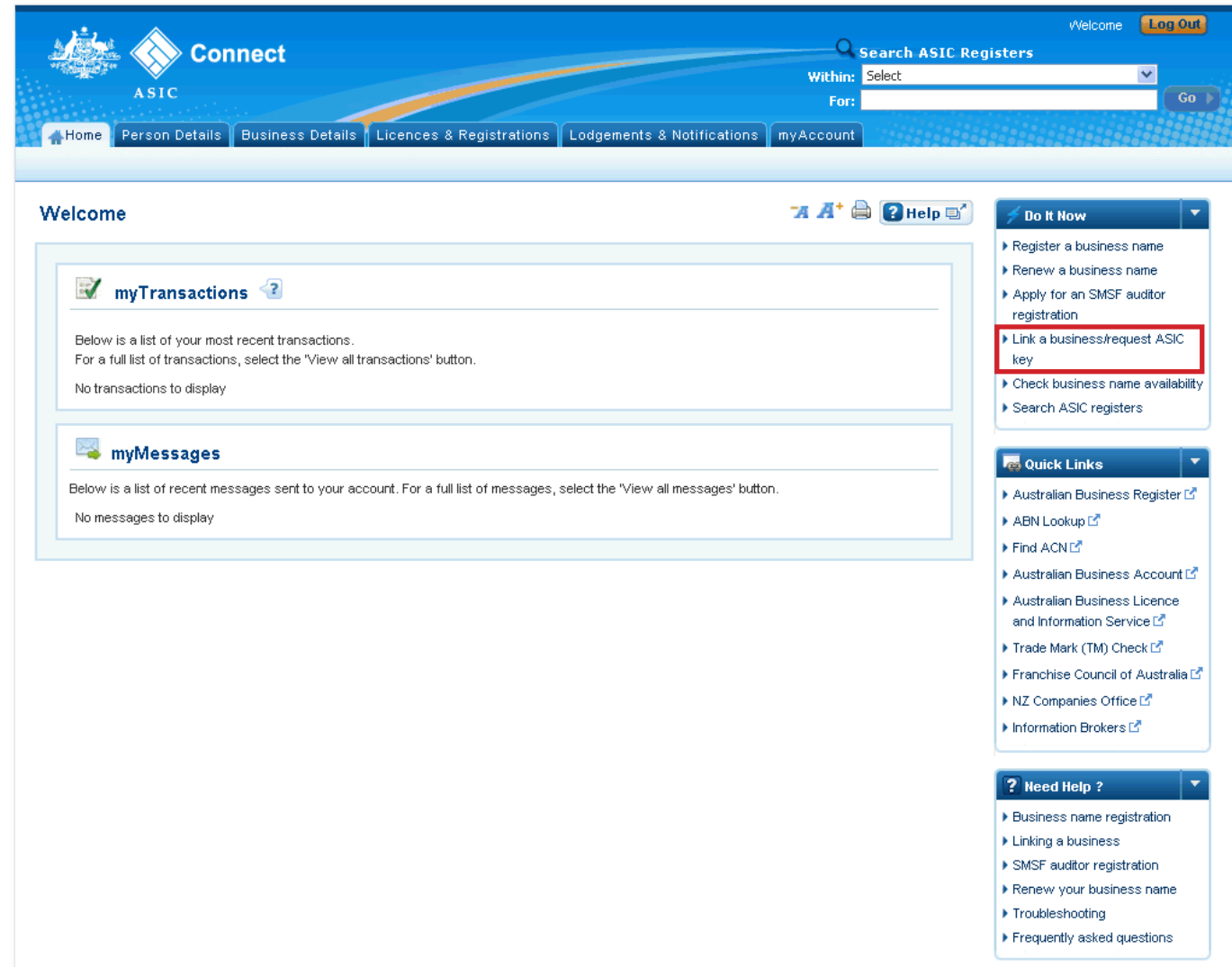
The screenshot shows the ASIC Connect login page. At the top, there is a navigation bar with the ASIC logo, the word 'Connect', and a search bar for 'Search ASIC Registers'. Below the navigation bar is a 'Home' button. The main content area is titled 'Log in' and contains a login form with fields for 'Username (email address)' and 'Password', a 'Log in' button, and a 'Sign up' button. There is also a link for 'Forgotten your password?'. 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 social media buttons for Twitter, YouTube, and 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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Adding to your business details

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. A search bar for 'Search ASIC Registers' is present, with a dropdown menu for 'Within:' set to 'Select' and a 'Go' button. Below the navigation bar are tabs for 'Home', 'Person Details', 'Business Details', 'Licences & Registrations', 'Lodgements & Notifications', and 'myAccount'.

The main content area is titled 'Welcome' and contains two primary sections: 'myTransactions' and 'myMessages'. Both sections indicate that there are no transactions or messages to display.

On the right side, there are three vertical menu boxes:

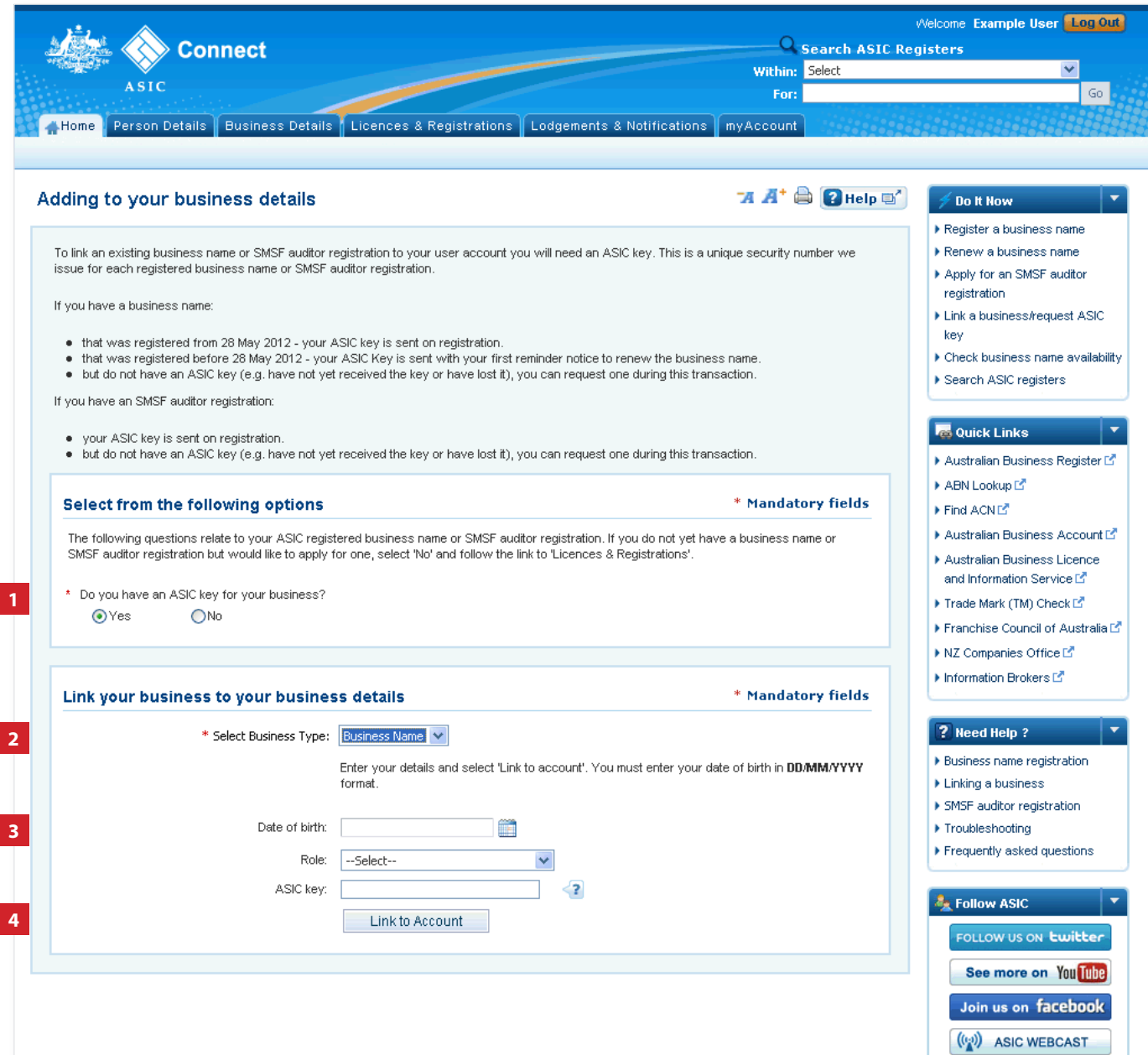
- Do It Now:** A dropdown menu containing several options. The option 'Link a business/request ASIC key' is highlighted with a red rectangular box.
- Quick Links:** A list of links including 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information Service', 'Trade Mark (TM) Check', 'Franchise Council of Australia', 'NZ Companies Office', and 'Information Brokers'.
- Need Help?:** A dropdown menu with options for 'Business name registration', 'Linking a business', 'SMSF auditor registration', 'Renew your business name', 'Troubleshooting', and 'Frequently asked questions'.

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[How to link a business to your account](#)

Adding to your business details

1. Select 'Yes' to the question **Do you have an ASIC key for your business?**
2. Select your business type from the drop-down box.
3. Personal details
 - Enter your date of birth in *DD/MM/YYYY* format in the fields provided.
 - Select your role from the drop-down box.
 - Enter your ASIC key.
4. Select **Link to Account**.



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'.

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


Link your business to your business details * Mandatory fields

* Select Business Type:

Enter your details and select 'Link to account'. You must enter your date of birth in **DD/MM/YYYY** format.

Date of birth: 

Role:

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

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 **See more on YouTube**

 **Join us on facebook**

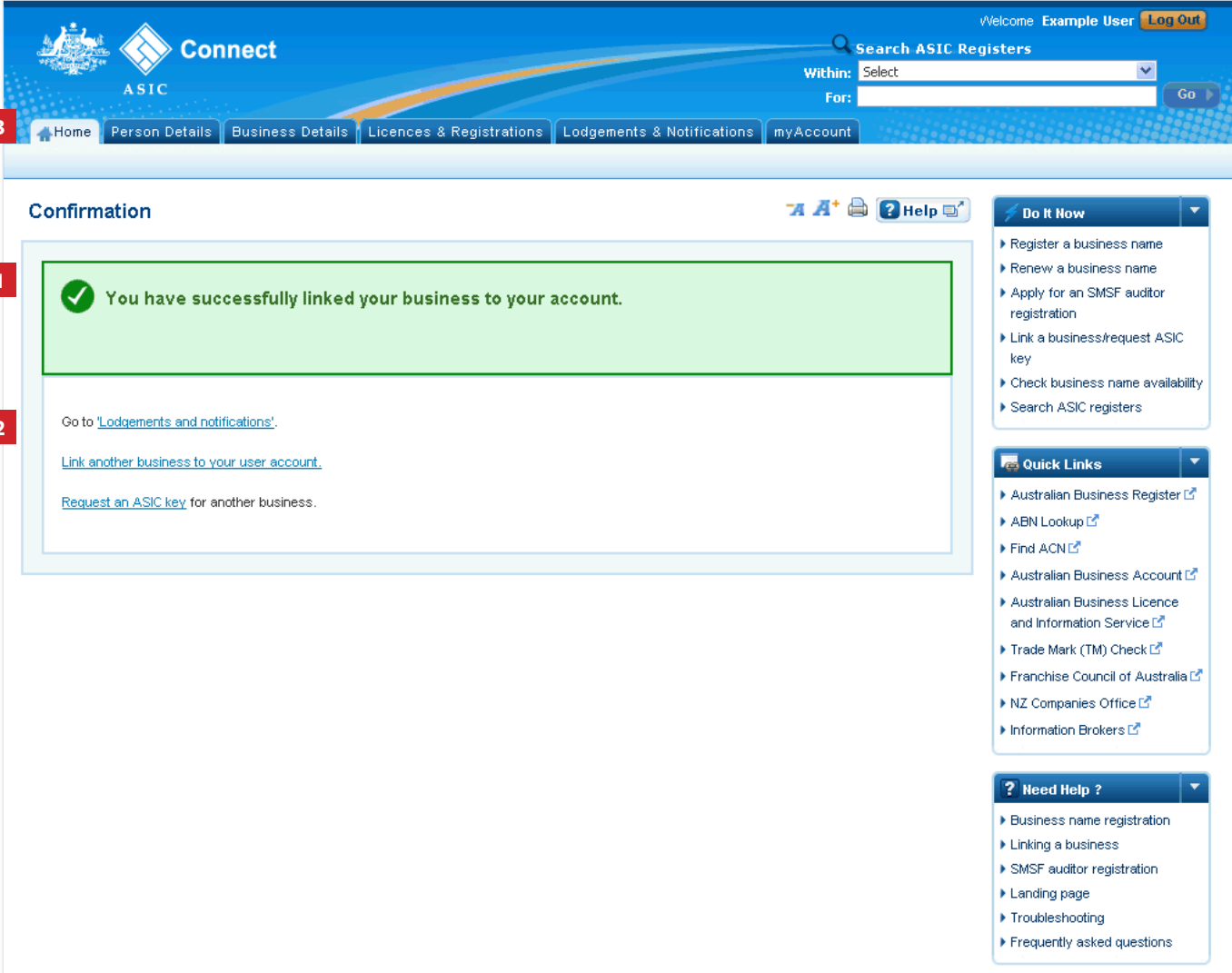
 **ASIX WEBCAST**

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Confirmation

1. This screen confirms your business has been linked to your account.
 2. Select one of the links under for more information about other services.
- OR
3. Select **Home** to return to the ASIC Connect homepage.



The screenshot displays the ASIC Connect interface. At the top, there is a navigation bar with the ASIC logo and 'Connect' text. A search bar for 'Search ASIC Registers' is present, along with a 'Welcome Example User' and a 'Log Out' button. A menu bar contains links for 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 linked your business to your account.' Below this, there 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, there are three dropdown menus: 'Do It Now' with options 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 options 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 options like 'Business name registration', 'Linking a business', 'SMSF auditor registration', 'Landing page', 'Troubleshooting', and 'Frequently asked questions'.

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