



# How to change access levels

ASIC Regulatory Portal user guide | Version 1.2, March 2024



**Please note:** You **cannot** change a user's access level to Senior administrator. If a user has connected to an entity of which they are an officeholder via an invitation from an already connected user, their access level **cannot** be upgraded to Senior administrator via the Administration – Users section of the portal. They will need to disconnect themselves (or be disconnected) and reconnect to the entity using the applicable tile for the correct validation to be completed to enable them to obtain the Senior administrator role. See our [How to connect to an entity](#) user guide for further guidance.

The Senior administrator Access level is generally reserved for users such as: individual licence holders (SMSF auditors, registered company auditors, Australian financial services licensees, Australian credit licensees, liquidators, officeholders of a company (director/secretary) and partners of a partnership.

1. Log in to the [ASIC Regulatory Portal](#).
2. Click on the **Entity name** that you want to administer users for.

### Who would you like to represent?

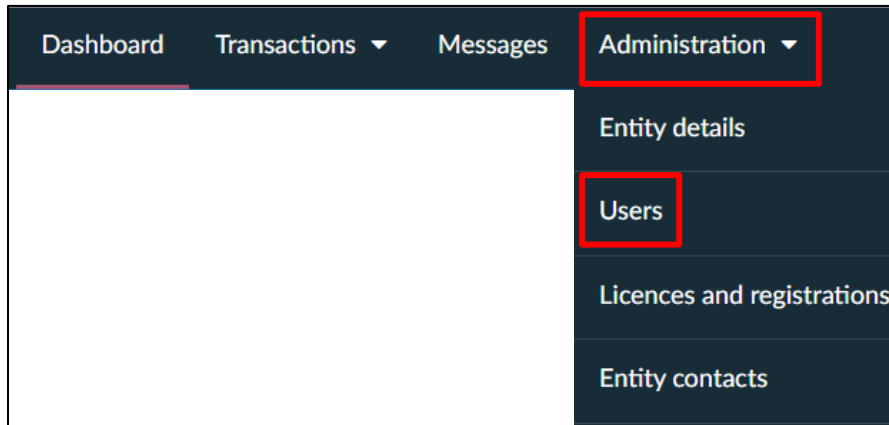
Select an entity from the list below or click '+ Connect to an entity' to add another entity.

[+ Connect to an entity](#)

Current connections

Entity name	Entity type	ASIC identifier
<a href="#">Shane Ross (Myself)</a>	Individual	
<a href="#">TEST COMPANY PTY LTD</a>	Australian registered company	

3. Click on **Administration** in the top navigation bar and select **Users** from the drop-down menu.






4. This will open the **Users** tab and show a list of connected and disconnected users for the entity.




The screenshot shows the 'Users' tab interface. At the top, there are navigation tabs: 'Billing', 'Entity details', 'Users' (selected), 'Licences and registrations', and 'Entity contacts'. Below the tabs is a section titled 'Managing users' with explanatory text. A blue button '+ Invite new user to entity' is visible. The main content is a table titled 'Users for this entity' with the following data:

Name	Email	Access level	Status
Shane Ross (Myself)	RossTest@test.com	Senior Administrator	Connected
Ross Williams	Shane@test.com	Administrator	Connected
Test Tester	test@test.com	Administrator	Disconnected
Test Testname	test.bname@email.com	Administrator	Connected

- Click on the **edit cog** to the left of the user whose Access level you want to change.

Users for this entity				
Name	Email	Access level	Status	
Shane Ross (Myself)	RossTest@test.com	Senior Administrator	Connected	
 Ross Williams	Shane@test.com	Administrator	Connected	
 Test Tester	test@test.com	Administrator	Disconnected	
 Test Testname	test.bname@email.com	Administrator	Connected	

- Select the new **Access level** ('Access role') that you want to assign or select **Disconnect from entity** to remove the user's access to the entity.

Users for this entity				
Name	Email	Access level	Status	
Shane Ross (Myself)	RossTest@test.com	Senior Administrator	Connected	
 Ross Williams	Shane@test.com	Administrator	Connected	
 Test Tester	test@test.com	Administrator	Disconnected	
 Test Testname	test.bname@email.com	Administrator	Connected	

**User actions**

Access role

Administrator

**Approver**

Editor

**✖ Disconnect from entity**

- Tick the confirmation message and click **Confirm**.

### Change user Access level

Are you sure you want to change this user's Access level?

\* I understand this change of Access level will give the user the Access level I have selected, for the nominated regulated entity in the ASIC Regulatory Portal.

- A message will be displayed confirming that you have successfully changed the user's Access level.

**Success.** You have changed Ross Williams' access level for ASIC TEST COMPANY R PTY LTD to Administrator. ✕