



ASIC
Australian Securities &
Investments Commission

How to change access levels

ASIC Regulatory Portal user guide | Version 1.3, March 2026



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.

Log in and select an entity

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.

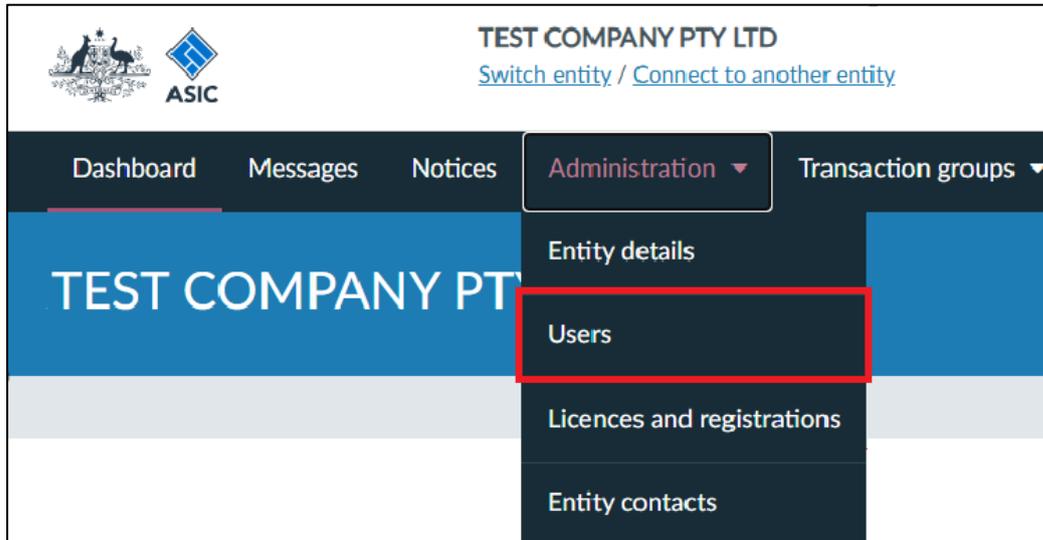
[+ Connect to an entity](#)

Current connections

Entity name	Entity type	ASIC identifier
Shane Ross (Myself)	Individual	
TEST COMPANY PTY LTD	Australian registered company	

Manage users

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 'Managing users' page. The 'Users' tab is selected. The page contains instructions on managing users and a table of users for the entity. The table is highlighted with a red box.

Managing users

Before you invite others to use the portal on behalf of an entity, you should understand the [Access level](#) you can allocate to them.

In summary, a Senior administrator has the highest Access level allowing them to perform all administrative actions for their entity; an Administrator has similar access to a Senior administrator except for certain actions - for example, where there might be privacy implications; an Approver can launch, edit and submit a form or transaction; an Editor can only launch and edit a form or transaction.

To change a user's Access level, connection or invitation status use the 'cog' icon to the left of a user's name. If you don't see a cog, you cannot change that user's details.

[+ Invite new user to 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	testL.bname@email.com	Administrator	Connected

Set access levels

- 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	
 er	test@test.com	Administrator	Disconnected	
 name	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.