How to change access levels

ASIC Regulatory Portal user guide | Version 1.3, March 2026

Please note: You **<u>cannot</u>** 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 **<u>cannot</u>** 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?

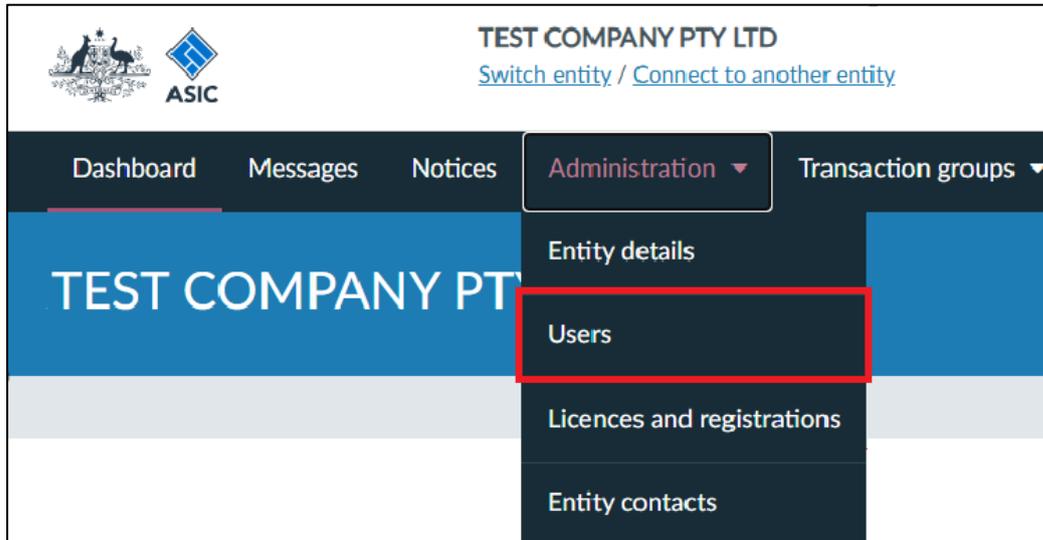Select an entity from the list below or click '+ Connect to an entity' to add another entity.

+ 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.

Set access levels

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

6. 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.

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

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