

User guide

Registered Agent Portal

Managing your account

- Logging in
- Managing your password
- Recovering your user name
- Updating your details

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

Managing your account

Follow this guide when you:

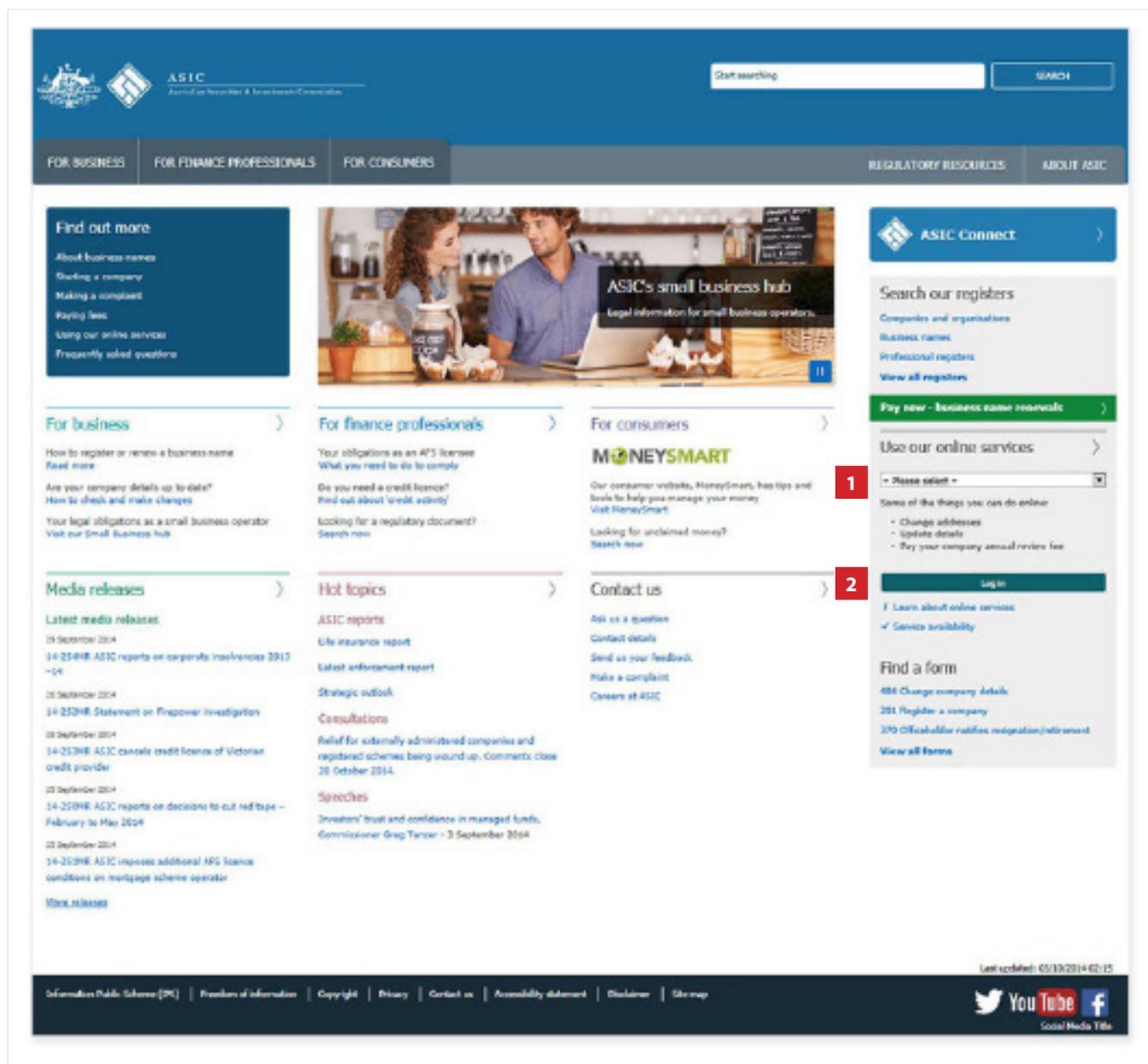
- have forgotten or want to change your password
- want to recover your forgotten user name
- want to update your details
- want to change your security question, or
- want to log in to your online account to:
 - read forms sent to your inbox
 - submit forms
 - view your registered agent details
 - update your contact details.

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

Get started

Visit the ASIC website at www.asic.gov.au.

1. Select **Registered Agents** from the drop-down list on the right hand side of the screen.
2. Select **Log in** to continue.



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

Managing your account

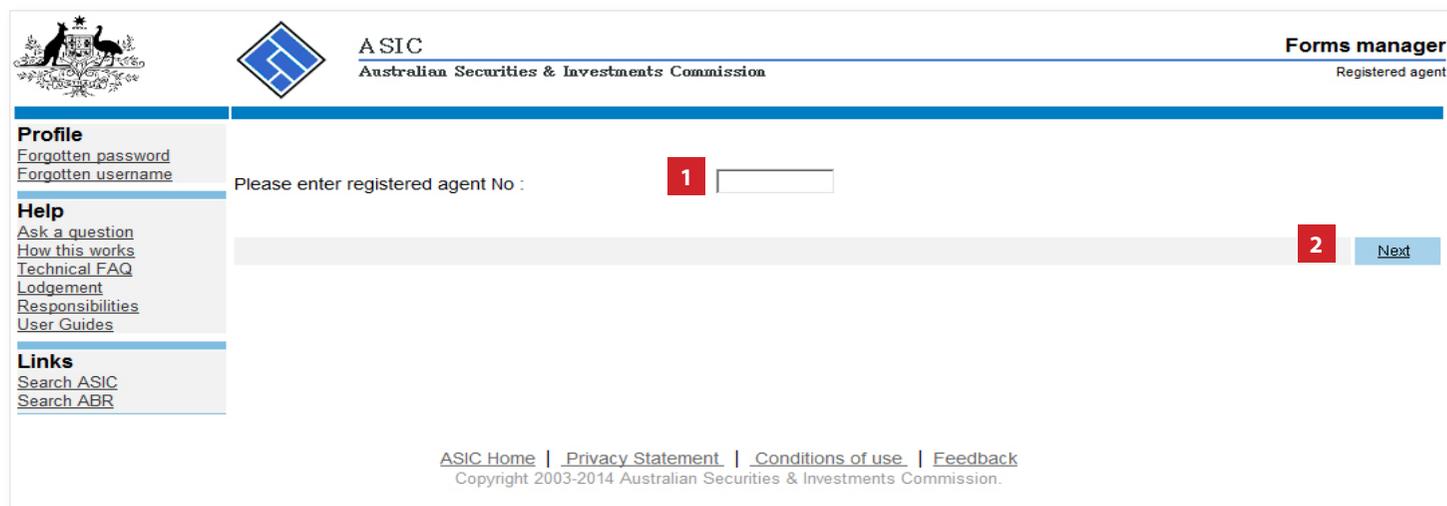
Logging in

This section shows how to log in

Click here to see how to
[Reset your forgotten password](#)
[Recover your user name](#)
[Update your details](#)

Enter your agent number

1. Enter your **registered agent number**.
2. Select **Next** to continue.



  **ASIC**
Australian Securities & Investments Commission

Forms manager
Registered agent

Profile
[Forgotten password](#)
[Forgotten username](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
[Lodgement](#)
[Responsibilities](#)
[User Guides](#)

Links
[Search ASIC](#)
[Search ABR](#)

Please enter registered agent No : 1

2 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.

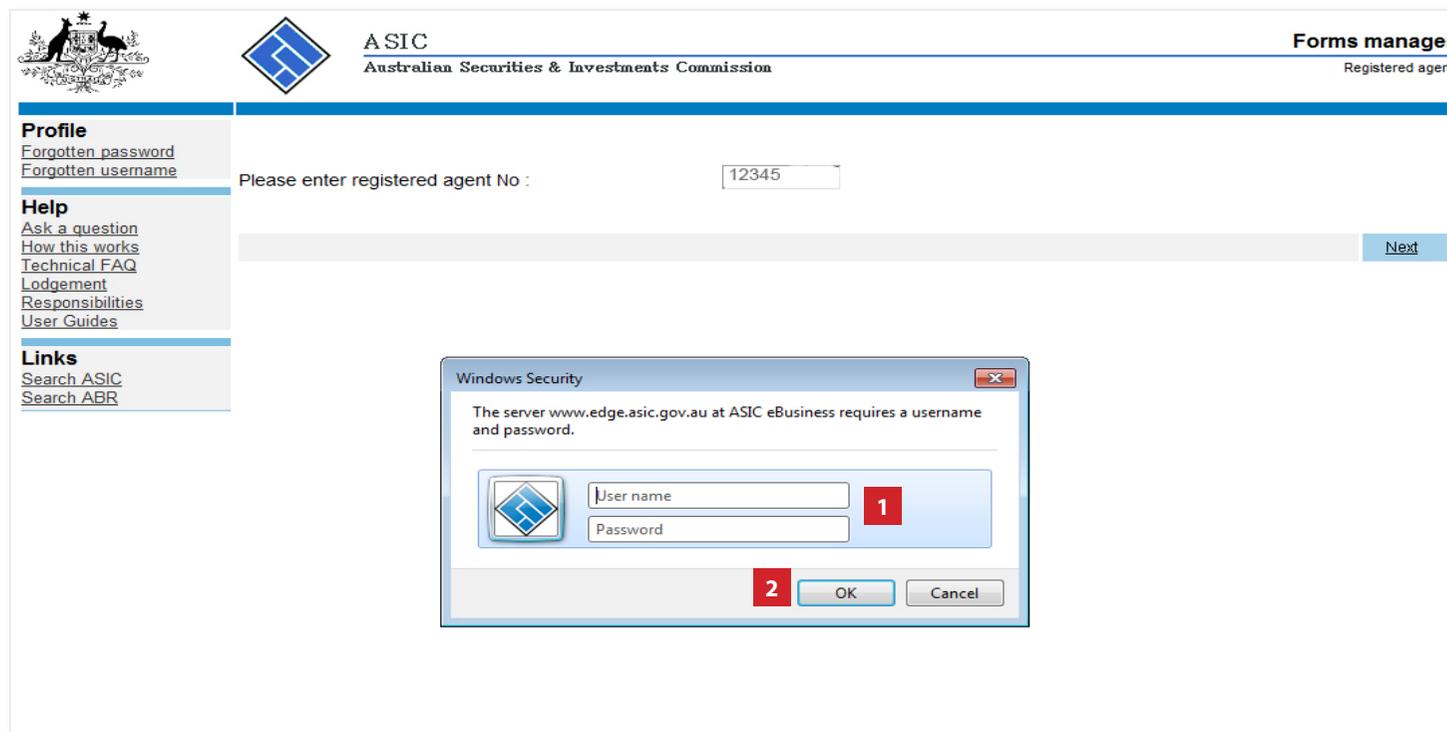
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

[Managing your account](#)

Enter your user name and password

1. Enter your **user name and password** in the security browser window.
2. Select **OK** to continue.

Note: If you have already logged in today, you may not be required to enter your user name and password. You may automatically be directed to your inbox.



The screenshot displays the ASIC Forms manager interface. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms manager Registered agent". The main content area shows a form with the text "Please enter registered agent No :" and a text box containing "12345". A "Next" button is visible on the right. A "Windows Security" dialog box is overlaid on the form, displaying the message "The server www.edge.asic.gov.au at ASIC eBusiness requires a username and password." The dialog box contains two input fields: "User name" and "Password". A red "1" is placed next to the "User name" field, and a red "2" is placed next to the "OK" button.

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

Logging in complete

You are now logged in and your **inbox** will be displayed.




ASIC
Australian Securities & Investments Commission

Forms manager
Registered agent

Inbox (11)

[Start new form](#)

[Forms in progress \(6\)](#)

[Forms submitted](#)

[View company details](#)

Charges Reports

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debits](#)

Profile

[Change password](#)

[Update contact details](#)

[Update ABN for Auskey user](#)

Finish

[Logoff](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

Links

[Search ASIC](#)

[Search ABR](#)

Agent CITIZEN, JOHN Agent No. 12345
Contact EXAMPLE COMPANY PTY LTD ACN 000 000 000
Email 12345678

Inbox

Date	Form	ACN	Company Name	
11/08/2011 16:03	Transaction Listing Report			<input type="checkbox"/>
05/06/2011 03:43	RC05 - Confirmation notice	000 570 114	TEST COMPANY A PTY LTD	<input type="checkbox"/>
05/06/2011 03:41	RC05 - Confirmation notice	007 560 581	TEST COMPANY B PTY LTD	<input type="checkbox"/>
05/06/2011 03:41	RC05 - Confirmation notice	551 789 872	TEST COMPANY C PTY LTD	<input type="checkbox"/>
25/05/2011 18:54	RC05 - Confirmation notice	551 789 907	TEST COMPANY D PTY LTD	<input type="checkbox"/>
25/05/2011 18:29	RC05 - Confirmation notice	551 789 970	TEST COMPANY E PTY LTD	<input type="checkbox"/>
23/05/2011 16:25	RC05 - Confirmation notice	000 405 845	TEST COMPANY F PTY LTD	<input type="checkbox"/>
03/05/2011 14:06	RC05 - Change of company name certificate	000 570 114	TEST COMPANY G PTY LTD	<input type="checkbox"/>
30/04/2011 12:37	RC08 - Charge Certificate	550 585 183	TEST COMPANY H PTY LTD	<input type="checkbox"/>
30/04/2011 11:43	RC08 - Charge Certificate	000 687 230	TEST COMPANY I PTY LTD	<input type="checkbox"/>
30/04/2011 11:31	RC05 - Change of company name certificate	550 471 219	TEST COMPANY J PTY LTD	<input type="checkbox"/>
21/04/2011 18:01	RC05 - Confirmation notice	551 790 688	TEST COMPANY K PTY LTD	<input type="checkbox"/>
14/04/2011 18:05	RC05 - Confirmation notice	551 789 907	TEST COMPANY L PTY LTD	<input type="checkbox"/>
12/04/2011 18:02	RC05 - Confirmation notice	551 789 907	TEST COMPANY M PTY LTD	<input type="checkbox"/>
24/03/2011 11:38	RC05 - Company Statement	000 687 230	TEST COMPANY N PTY LTD	<input type="checkbox"/>

[Hide Documents](#)

[Show all documents](#)

Viewing Forms in the Inbox
 To view the form that has been sent to you, click on the form code.
 A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
 Copyright 2003-2014 Australian Securities & Investments Commission.

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

Update a password

This section shows how to update a forgotten password

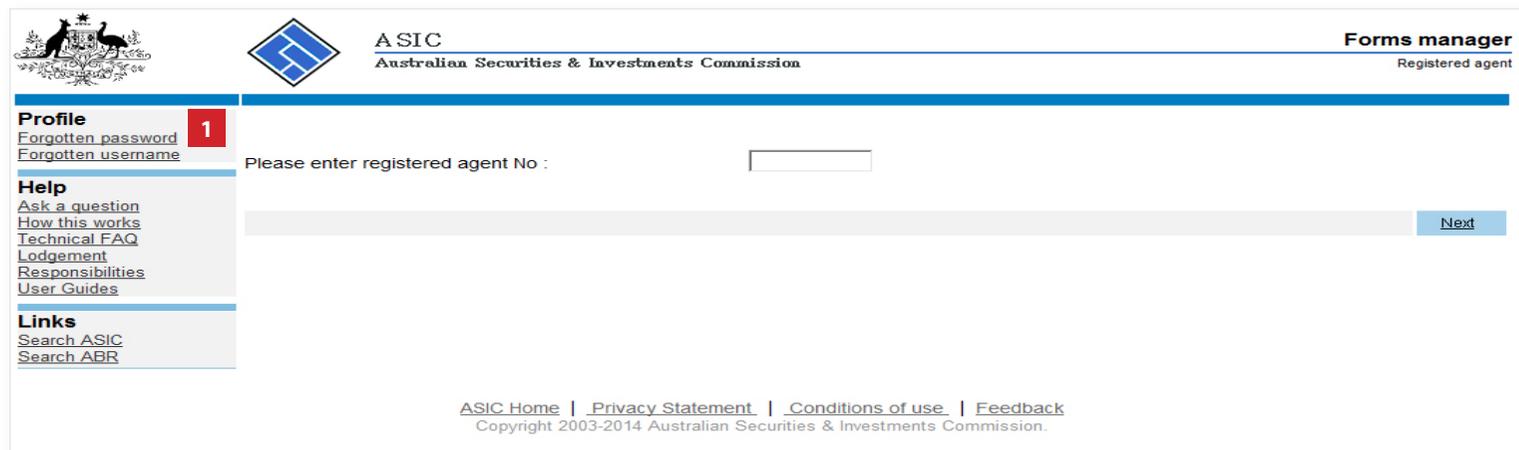
Click here to see how to
[Log in](#)

[Recover your user name](#)

[Update your details](#)

Select forgotten password

1. Select **forgotten password** in the left hand menu.



  ASIC
Australian Securities & Investments Commission

Forms manager
Registered agent

Profile 1
[Forgotten password](#)
[Forgotten username](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
[Lodgement](#)
[Responsibilities](#)
[User Guides](#)

Links
[Search ASIC](#)
[Search ABR](#)

Please enter registered agent No :

[Next](#)

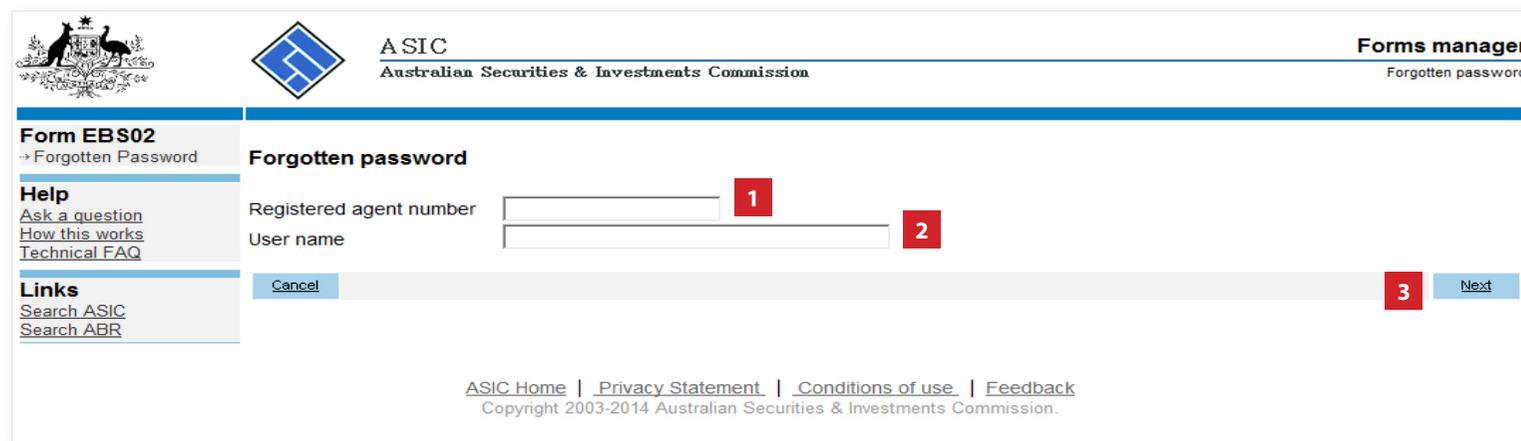
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.

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

Enter your details

1. Enter your **Registered agent number**.
2. Enter your **User name**.
3. Select **Next** to continue.

Note: user names, passwords and answers to the security questions are case sensitive.



ASIC
Australian Securities & Investments Commission

Forms manager
Forgotten password

Form EBS02
→ Forgotten Password

Forgotten password

Registered agent number 1

User name 2

Cancel 3

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.

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

[Managing your account](#)

Answer security question

1. Answer your **Security question**.
2. Select **Next** to continue.

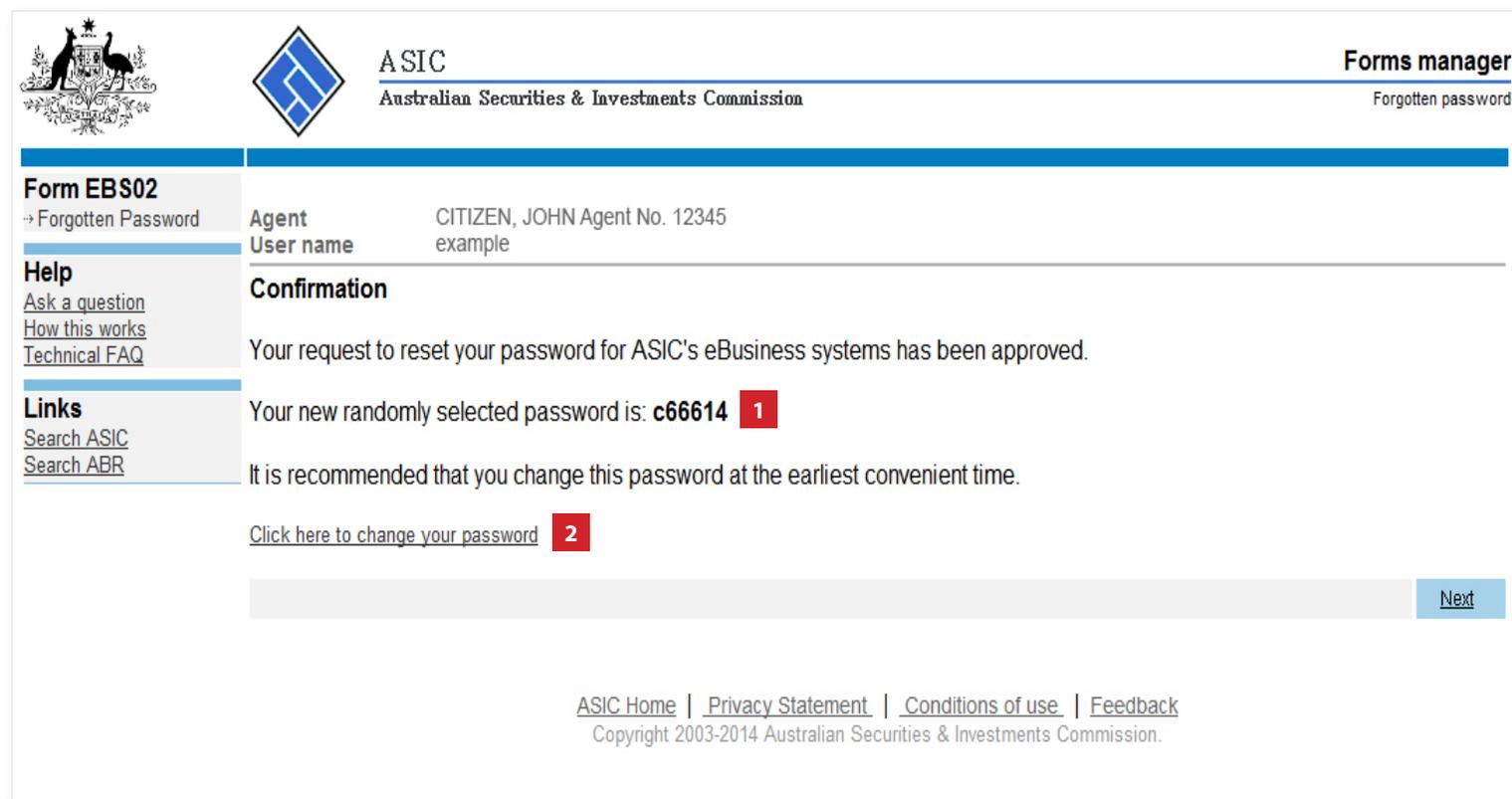
Note: if you do not know the answer to your security question, you will need to contact ASIC.

 		ASIC Australian Securities & Investments Commission	Forms manager Forgotten password
Form EBS02 Forgotten Password		Agent CITIZEN, JOHN Agent No. 12345 User name example	
Help Ask a question How this works Technical FAQ		Security Security question 1 What is my first-born child's name? Your answer 1 <input type="text"/>	
Links Search ASIC Search ABR		2 Next	
ASIC Home Privacy Statement Conditions of use Feedback Copyright 2003-2014 Australian Securities & Investments Commission.			

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

Confirmation

1. Record your **new randomly selected password**.
2. Select **Click here to change your password**.



  **ASIC**
Australian Securities & Investments Commission

Forms manager
Forgotten password

Form EBS02
→ [Forgotten Password](#)

Agent	CITIZEN, JOHN Agent No. 12345
User name	example

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Confirmation

Your request to reset your password for ASIC's eBusiness systems has been approved.

Your new randomly selected password is: **c66614** **1**

It is recommended that you change this password at the earliest convenient time.

[Click here to change your password](#) **2**

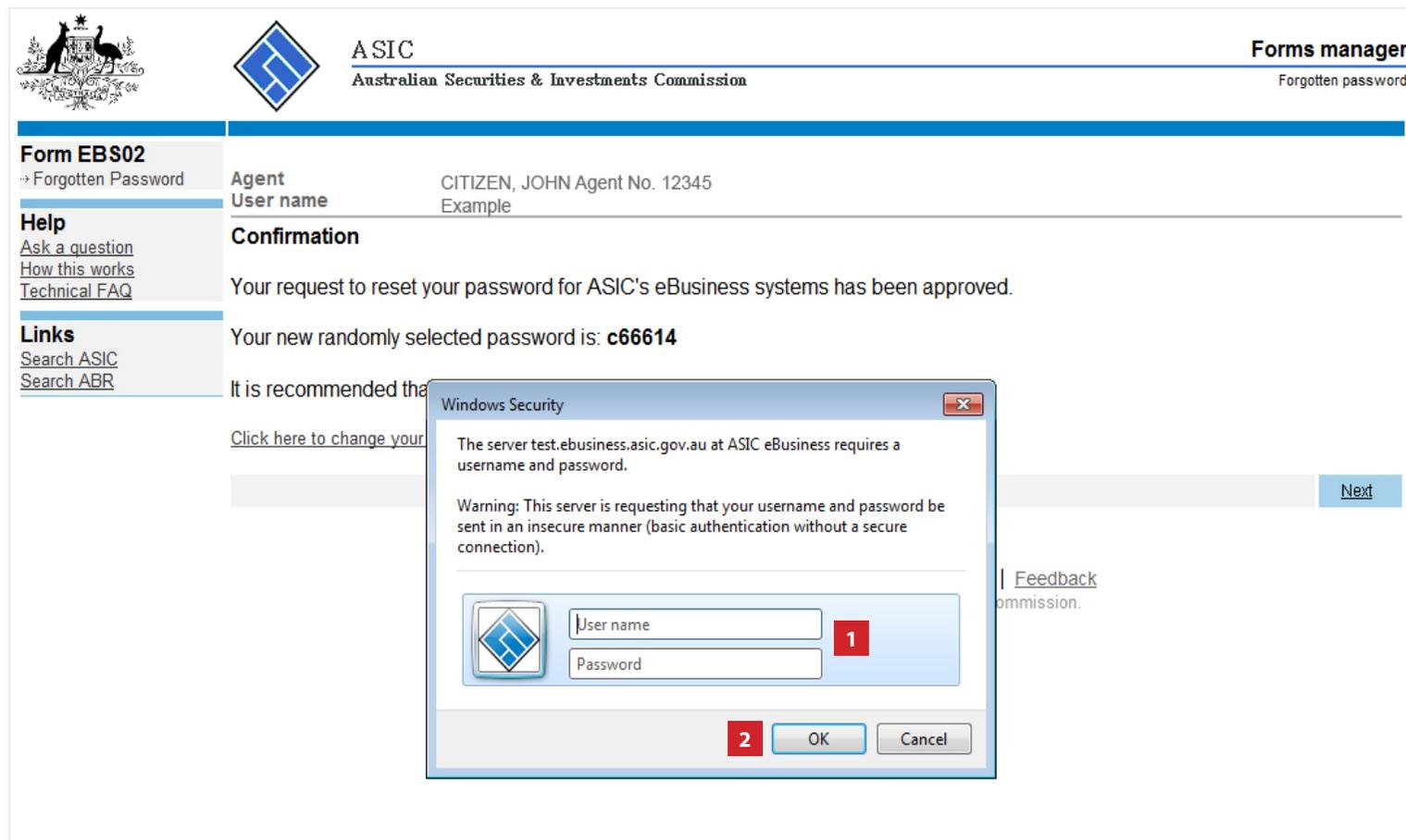
[Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.

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

Enter randomly selected password

1. Enter your **user name**, and the **randomly generated password**.
2. Select **OK** to continue.



The screenshot shows the ASIC Forms manager interface for 'Form EBS02'. The page header includes the ASIC logo and 'Australian Securities & Investments Commission'. The user is identified as 'Agent CITIZEN, JOHN Agent No. 12345' and 'User name Example'. The main content area displays a 'Confirmation' message: 'Your request to reset your password for ASIC's eBusiness systems has been approved. Your new randomly selected password is: **c66614**'. Below this, there is a 'Next' button and a 'Feedback' link. A 'Windows Security' dialog box is overlaid on the page, displaying a warning: 'The server test.ebusiness.asic.gov.au at ASIC eBusiness requires a username and password. Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)'. The dialog box contains input fields for 'User name' and 'Password', with a red '1' next to the password field. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons, with a red '2' next to the 'OK' button.

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

Change your password

1. Enter the **randomly generated password**.
2. Review your current details. Select **Yes** or **No** to **Do you wish to change your contact details?**

Note: If you answer yes to this question, enter the changed details in the fields provided.

3. Select **Yes** to **Do you wish to change your current password?**
4. Enter your **new password**.
5. Re-enter your **new password** of your choice that meets the criteria listed. Your password may not contain special characters outside of the criteria listed.
6. Select **Yes** or **No** to **Do you wish to change your security question and answer?**

Note: If you answer yes to this question, enter the new security question and answer in the fields provided.

7. Select **Next** to continue.

Form EBS01
[User details](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Agent: CITIZEN, JOHN Agent No. 12345
 User name: example

User details

Please enter your current password 1

Current password:

Contact details

Current details

Name: USER, Example
 Email address: john.citizen@example.com.au
 Telephone:
 number 03 5177785
 comments Business hours only.

Do you wish to change your contact details? 2

Yes No

Please enter new details for items which have changed.

Given names:
 Family name:
 Email address:
 Re-enter email address:
 Telephone:
 Number:
 Comments:

Change password

Do you wish to change your current password? 3

Yes No 4

New password: 5

Must contain a minimum of 8 characters
 May contain a maximum of 16 characters
 Must contain lower case and upper case alpha and numeric characters
 May contain punctuation or keyboard characters (excluding whitespace and special controls)

Confirm password: 5

Must match new password

Security question

Do you wish to change your security question and answer? 6

Yes No

Security question:

choose a question only you know the answer to that has nothing to do with your password if you forget your password, we will verify your identity by asking you this question

Security answer:

must contain a minimum of 6 characters

Cancel
7
Next

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

Review contact details

To confirm your new password you must:

1. Review the **contact details**.
2. If the details are correct, select **Next** to continue.




ASIC
Australian Securities & Investments Commission

Forms manager
Maintain contact details

Form EBS01

[Confirmation](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

Links

[Search ASIC](#)

[Search ABR](#)

Agent CITIZEN, JOHN Agent No. 12345

User name Example

Confirmation

The requested changes have been made for
- your password

Your contact details are

Name Example USER

Email address john.citizen@example.com.au 1

Telephone number

Number 12345678

Comments Business hours only.

2
Next

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)

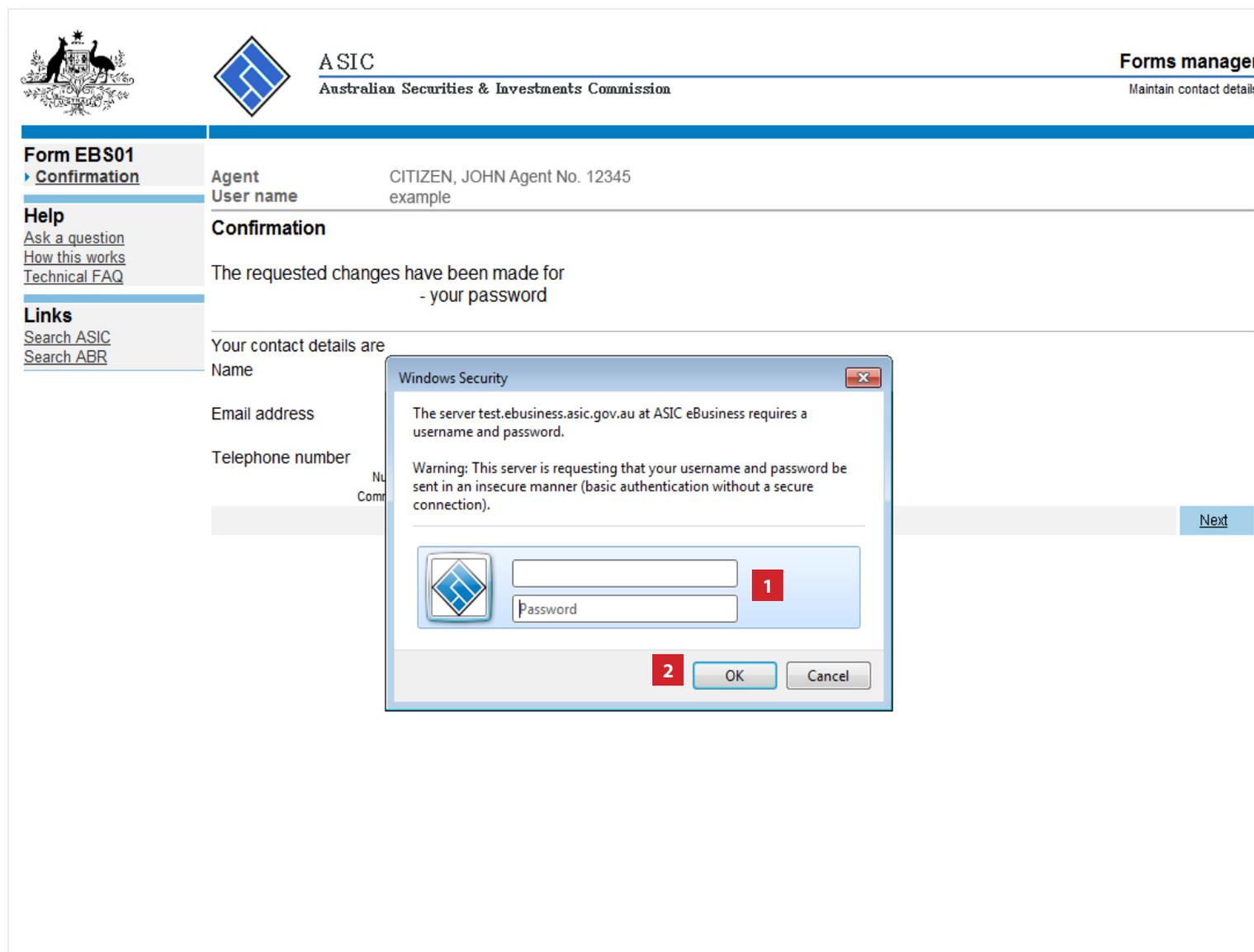
Copyright 2003 Australian Securities & Investments Commission.

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

Password change complete

1. Enter your **user name and password** in the security browser window.
2. Select **Next** to continue.

Note: Your password has been changed and the system will take you to your inbox.



The screenshot displays the ASIC Forms manager interface. At the top, the ASIC logo and name are visible, along with the text 'Australian Securities & Investments Commission'. On the right, there is a 'Forms manager' header and a link to 'Maintain contact details'. The main content area shows a confirmation message: 'The requested changes have been made for - your password'. Below this, there are fields for 'Name', 'Email address', and 'Telephone number'. A 'Next' button is located at the bottom right of the main content area. Overlaid on this is a 'Windows Security' dialog box. The dialog box contains a warning: 'Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection)'. It features two input fields: one for the username (marked with a red '1') and one for the password (marked with a red '2'). At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

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

Recovering your user name

This section shows how to recover a forgotten user name

Click here to see how to

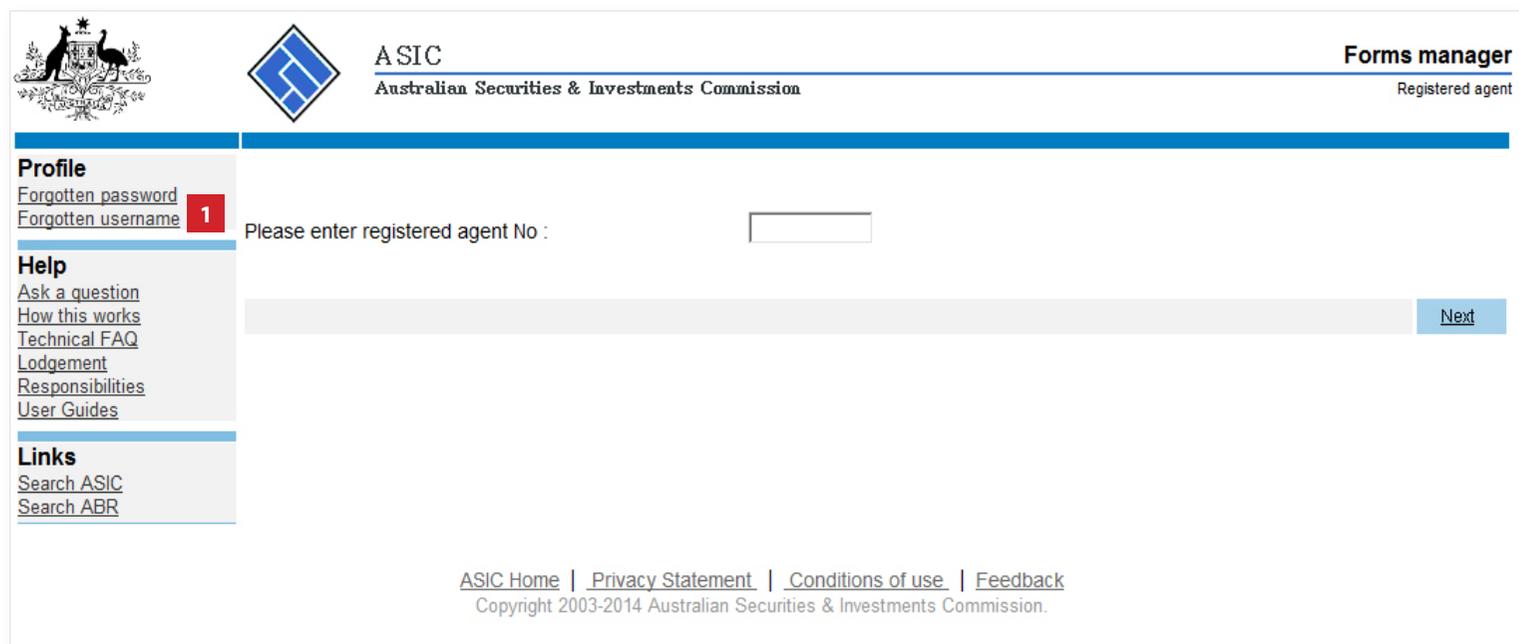
[Log in](#)

[Manage your password](#)

[Update your details](#)

Select forgotten user name

1. Select **Forgotten user name** in the left hand menu.

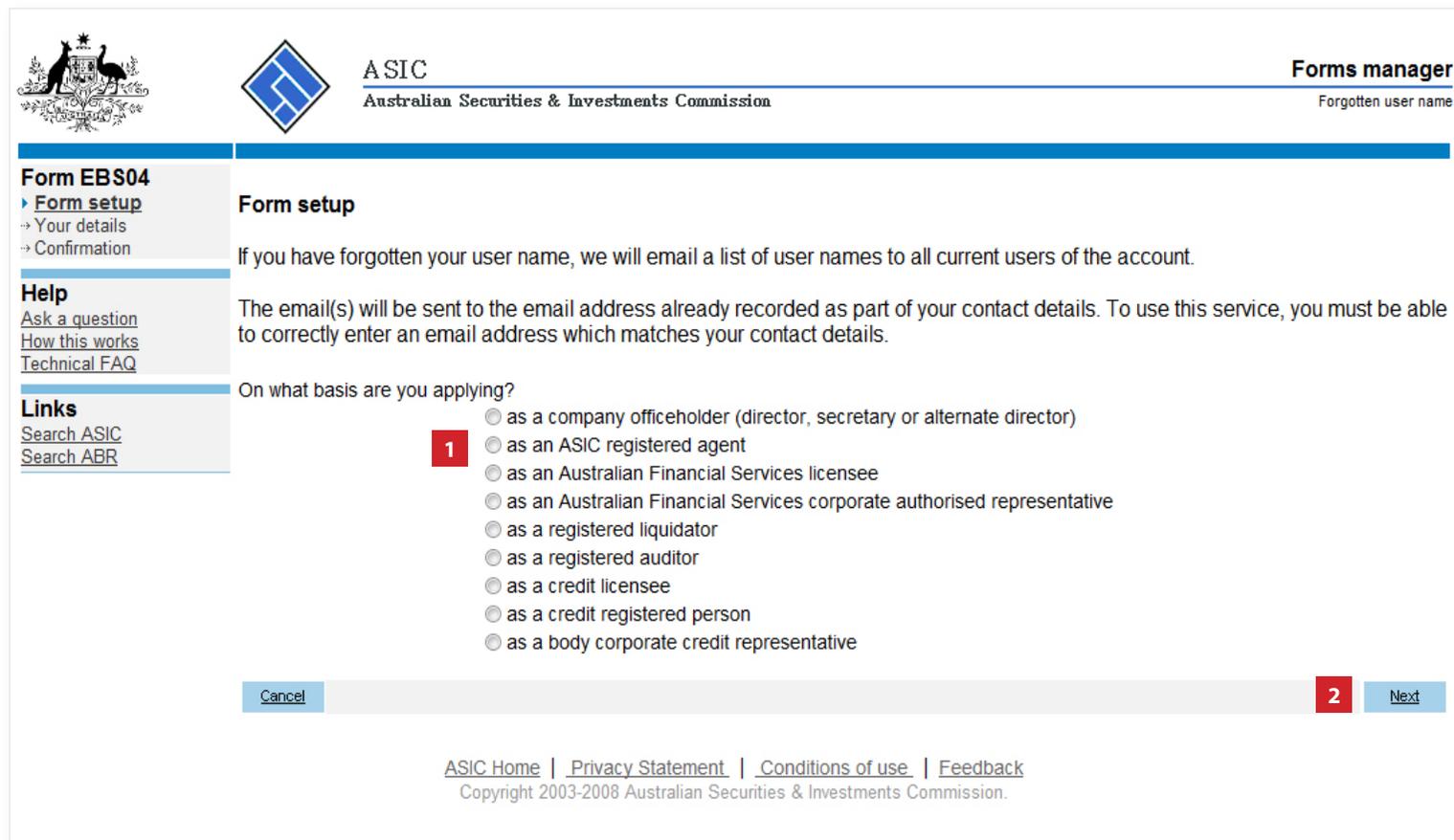


The screenshot shows the ASIC Forms manager interface. At the top, there is a navigation bar with the ASIC logo and the text "ASIC Australian Securities & Investments Commission" on the left, and "Forms manager Registered agent" on the right. Below the navigation bar is a left-hand menu with sections: "Profile" (containing "Forgotten password" and "Forgotten username" with a red "1" next to it), "Help" (containing "Ask a question", "How this works", "Technical FAQ", "Lodgement", "Responsibilities", and "User Guides"), and "Links" (containing "Search ASIC" and "Search ABR"). The main content area displays the text "Please enter registered agent No :" followed by an empty input field. A "Next" button is located at the bottom right of the main content area. At the bottom of the page, there are links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003-2014 Australian Securities & Investments Commission."

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

Request to receive your user name

1. Select **as an ASIC registered agent** as the basis on which you are applying.
2. Select **Next** to continue.



The screenshot shows the ASIC Forms manager interface for Form EBS04. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission". The user is logged in as "Forms manager" with a "Forgotten user name" link. The main content area is titled "Form setup" and contains the following text: "If you have forgotten your user name, we will email a list of user names to all current users of the account. The email(s) will be sent to the email address already recorded as part of your contact details. To use this service, you must be able to correctly enter an email address which matches your contact details." Below this text is a question: "On what basis are you applying?" followed by a list of radio button options: "as a company officeholder (director, secretary or alternate director)", "as an ASIC registered agent", "as an Australian Financial Services licensee", "as an Australian Financial Services corporate authorised representative", "as a registered liquidator", "as a registered auditor", "as a credit licensee", "as a credit registered person", and "as a body corporate credit representative". A red box with the number "1" is positioned to the left of the "as an ASIC registered agent" option. At the bottom of the form, there are "Cancel" and "Next" buttons, with a red box containing the number "2" next to the "Next" button. The footer contains links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003-2008 Australian Securities & Investments Commission."

Form EBS04
▶ **Form setup**
→ Your details
→ Confirmation

Form setup

If you have forgotten your user name, we will email a list of user names to all current users of the account.

The email(s) will be sent to the email address already recorded as part of your contact details. To use this service, you must be able to correctly enter an email address which matches your contact details.

On what basis are you applying?

- as a company officeholder (director, secretary or alternate director)
- 1** as an ASIC registered agent
- as an Australian Financial Services licensee
- as an Australian Financial Services corporate authorised representative
- as a registered liquidator
- as a registered auditor
- as a credit licensee
- as a credit registered person
- as a body corporate credit representative

[Cancel](#) **2** [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

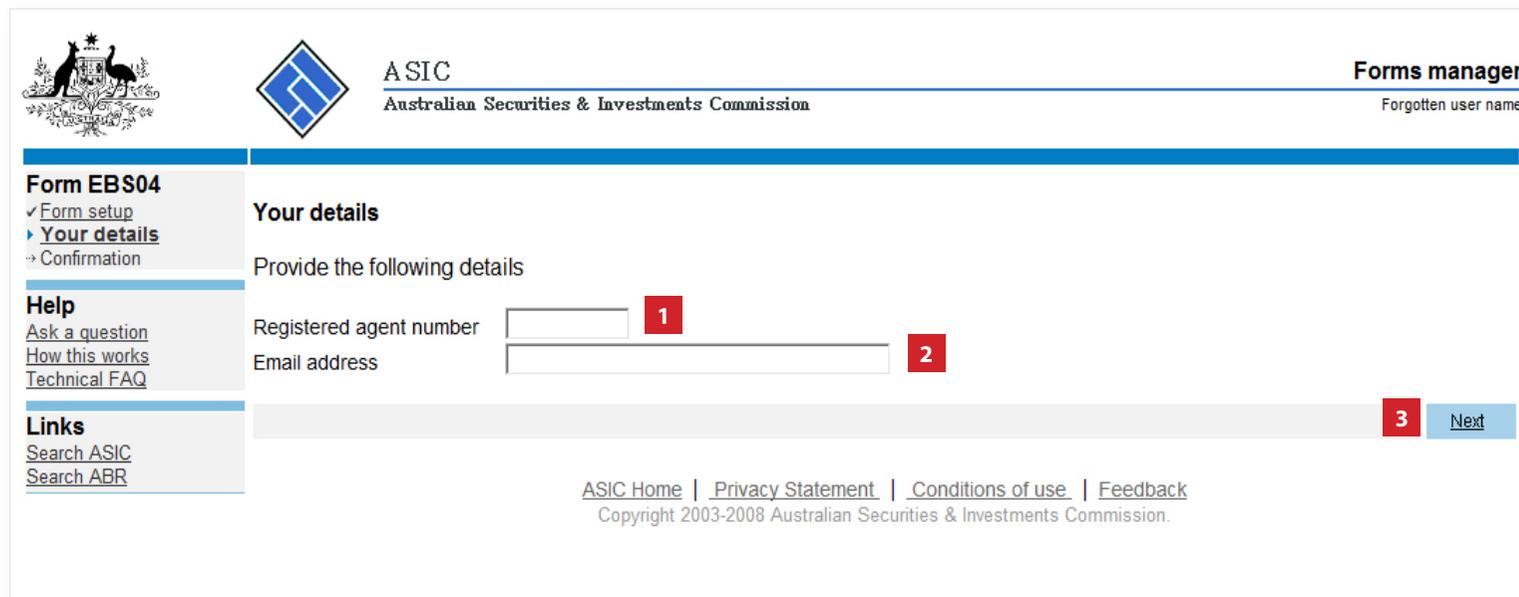
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Enter your details

1. Enter your **Registered agent number**.
2. Enter the **Email address** you supplied at registration.

Note: if you do not have either one of these details, you will need to contact ASIC.

3. Select **Next** to continue.



  ASIC
Australian Securities & Investments Commission

Forms manager
Forgotten user name

Form EBS04
✓ [Form setup](#)
▶ [Your details](#)
→ [Confirmation](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Your details
Provide the following details

Registered agent number **1**

Email address **2**

3 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2008 Australian Securities & Investments Commission.

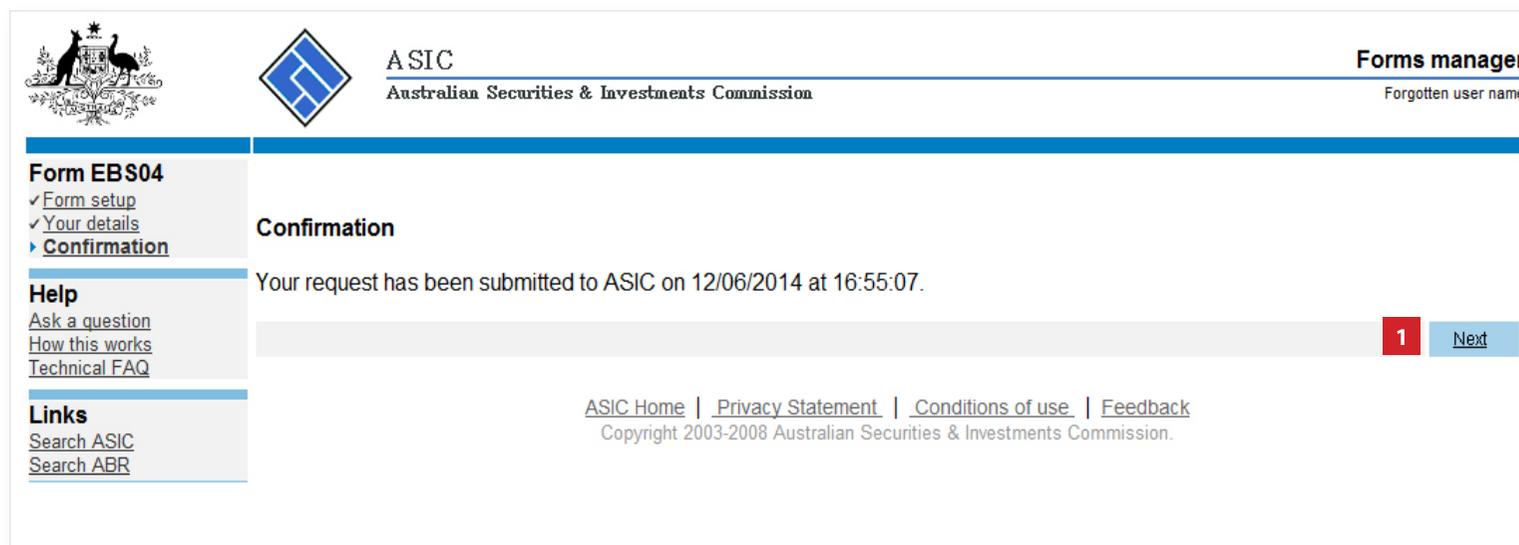
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Confirmation of request

This screen confirms your request was submitted to ASIC.

An email will be sent to your nominated email address providing your current user name, and list of all user names current for your registered agent number.

1. Select **Next** to continue.



The screenshot shows the ASIC Forms manager interface. At the top left is the Australian Coat of Arms, followed by the ASIC logo and the text "ASIC Australian Securities & Investments Commission". On the top right, it says "Forms manager" and "Forgotten user name". The main content area is titled "Form EBS04" and includes a progress list: "Form setup", "Your details", and "Confirmation" (which is highlighted with a blue bar). Below this is a "Confirmation" section with the message: "Your request has been submitted to ASIC on 12/06/2014 at 16:55:07." To the right of this message is a red square with the number "1" and a blue button labeled "Next". On the left side of the page, there are sections for "Help" (with links for "Ask a question", "How this works", and "Technical FAQ") and "Links" (with links for "Search ASIC" and "Search ABR"). At the bottom of the page, there are links for "ASIC Home", "Privacy Statement", "Conditions of use", and "Feedback", along with the copyright notice "Copyright 2003-2008 Australian Securities & Investments Commission."

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

Changing details

This section shows how to change your password,
personal details or security question

Click here to see how to

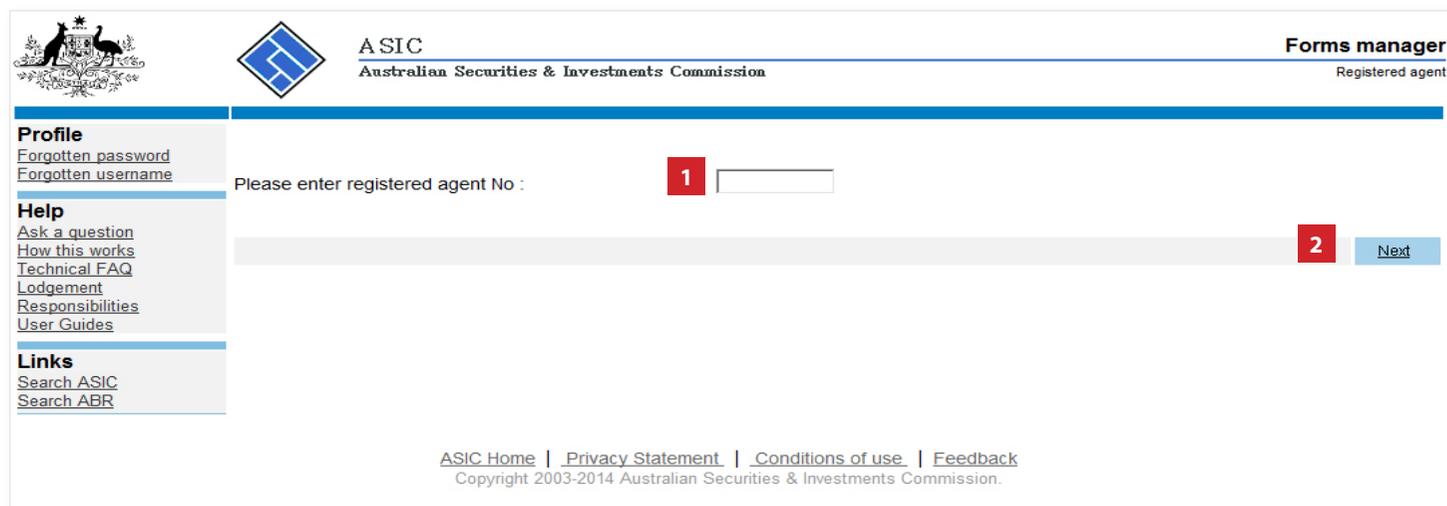
[Log in](#)

[Manage your password](#)

[Recover your user name](#)

Enter your agent number

1. Enter your **registered agent number**.
2. Select **Next** to continue.



  **ASIC**
Australian Securities & Investments Commission

Forms manager
Registered agent

Profile
[Forgotten password](#)
[Forgotten username](#)

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
[Lodgement](#)
[Responsibilities](#)
[User Guides](#)

Links
[Search ASIC](#)
[Search ABR](#)

Please enter registered agent No : 1

2 [Next](#)

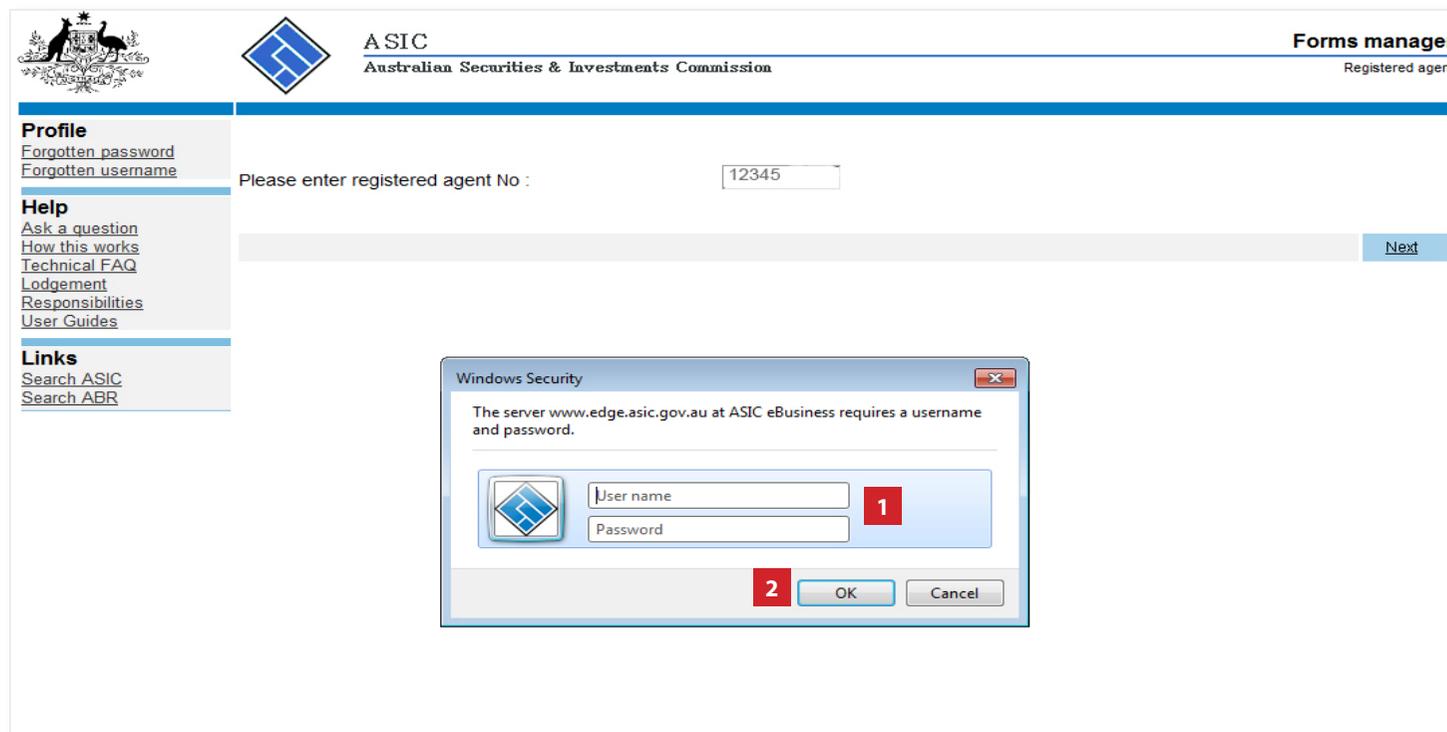
[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.

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

Enter your user name and password

1. Enter your **user name and password** in the security browser window.
2. Select **OK** to continue.

Note: If you have already logged in today, you may not be required to enter your user name and password. You may automatically be directed to your inbox.



The screenshot displays the ASIC Forms manager interface. The header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission" and "Forms manager Registered agent". The main content area shows a form with the text "Please enter registered agent No :" and a text box containing "12345". A "Next" button is visible on the right. A "Windows Security" dialog box is overlaid on the form, displaying the message "The server www.edge.asic.gov.au at ASIC eBusiness requires a username and password." The dialog box contains two input fields: "User name" and "Password". A red "1" is placed next to the "User name" field. At the bottom of the dialog box, there are "OK" and "Cancel" buttons, with a red "2" placed next to the "OK" button.

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

Select change password

1. Select **Change password** in the left-hand menu.




ASIC
Australian Securities & Investments Commission

Forms manager
Registered agent

Inbox (11)

[Start new form](#)

Forms in progress (6)

[Forms submitted](#)

[View company details](#)

Charges Reports

[Lodgement History](#)

[Transaction Listing](#)

[Outstanding Debits](#)

Profile

[Change password](#) 1

[Update contact details](#)

[Update ABN for Auskey user](#)

Finish

[Logoff](#)

Help

[Ask a question](#)

[How this works](#)

[Technical FAQ](#)

[Lodgement](#)

[Responsibilities](#)

[User Guides](#)

Links

[Search ASIC](#)

[Search ABR](#)

Agent CITIZEN, JOHN Agent No. 12345

Contact EXAMPLE COMPANY PTY LTD ACN 000 000 000

Email 12345678

Inbox

Date	Form	ACN	Company Name	☐
11/08/2011 16:03	Transaction Listing Report			☐
05/06/2011 03:43	RC05 - Confirmation notice	000 570 114	TEST COMPANY A PTY LTD	☐
05/06/2011 03:41	RC05 - Confirmation notice	007 560 581	TEST COMPANY B PTY LTD	☐
05/06/2011 03:41	RC05 - Confirmation notice	551 789 872	TEST COMPANY C PTY LTD	☐
25/05/2011 18:54	RC05 - Confirmation notice	551 789 907	TEST COMPANY D PTY LTD	☐
25/05/2011 18:29	RC05 - Confirmation notice	551 789 970	TEST COMPANY E PTY LTD	☐
23/05/2011 16:25	RC05 - Confirmation notice	000 405 845	TEST COMPANY F PTY LTD	☐
03/05/2011 14:06	RC05 - Change of company name certificate	000 570 114	TEST COMPANY G PTY LTD	☐
30/04/2011 12:37	RC08 - Charge Certificate	550 585 183	TEST COMPANY H PTY LTD	☐
30/04/2011 11:43	RC08 - Charge Certificate	000 687 230	TEST COMPANY I PTY LTD	☐
30/04/2011 11:31	RC05 - Change of company name certificate	550 471 219	TEST COMPANY J PTY LTD	☐
21/04/2011 18:01	RC05 - Confirmation notice	551 790 688	TEST COMPANY K PTY LTD	☐
14/04/2011 18:05	RC05 - Confirmation notice	551 789 907	TEST COMPANY L PTY LTD	☐
12/04/2011 18:02	RC05 - Confirmation notice	551 789 907	TEST COMPANY M PTY LTD	☐
24/03/2011 11:38	RC05 - Company Statement	000 687 230	TEST COMPANY N PTY LTD	☐

[Hide Documents](#)

[Show all documents](#)

Viewing Forms in the Inbox

To view the form that has been sent to you, click on the form code.
A print file will then be loaded into a new browser window in Adobe PDF format. You can print the form using the Adobe toolbar. You must have Adobe reader Version 5 or higher to print this form.

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003-2014 Australian Securities & Investments Commission.

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

Change password

1. Enter your **current password**.
2. Select **Yes** or **No** to confirm if you want to change your contact details.
3. If you are changing your details, enter **updated information** in the fields that have changed.
4. Select **Yes** or **No** to confirm if you want to change your current password.

Note: passwords are case sensitive and must contain:

- a minimum of six characters
 - a maximum of 16 characters
 - at least one numeric character
5. If you are changing your password, enter a **new password**, and
 6. re-enter a **new password**.
 7. Select **Yes** or **No** to confirm if you want to change your security question and answer.
 8. If you are changing your security question and answer, enter a **new security question** in the field provided, and
 9. Enter a **new security answer**.
 10. Select **Next** to continue.

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

Managing your account

© Australian Securities and Investments Commission December 2018

Form EBS01
Test Database DESIGN DRAFT 19/02/2015

User details
Agent: FLANAGAN, WILLIAM Agent No. 22229
User name: marnie

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

User details
Please enter your current password 1
Current password: [input]

Contact details
Current details
Name: LYON, Marnie
Email address: marnie.lyon@asic.gov.au
Telephone: number 03 5177 3912

2 **Do you wish to change your contact details?**
 Yes No

Please enter new details for items which have changed.

3 **Family name**
Given names: [input]
Family name: [input]
Email address: [input]
Re-enter email address: [input]
Telephone: Number [input] [input]
Comments: [input]

4 **Change password**
Do you wish to change your current password?
 Yes No

5 **New password**
[input]
Must contain a minimum of 8 characters
May contain a maximum of 16 characters
Must contain lower case and upper case alpha and numeric characters
May contain punctuation or keyboard characters (excluding whitespace and special controls)

6 **Confirm password**
[input]
Must match new password

Security question
Do you wish to change your security question and answer?
 Yes No

7 **Security question**
[input]
choose a question only you know the answer to that has nothing to do with your password
if you forget your password, we will verify your identity by asking you this question

8 **Security answer**
[input]
must contain a minimum of 6 characters

9 **Security answer**

10 **Next**

Cancel

ASIC Home | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003 Australian Securities & Investments Commission

Confirmation of request

This screen confirms your changes have been made.

1. Select **Next** to finalise this transaction.



ASIC
Australian Securities & Investments Commission

Forms manager
Maintain contact details

Form EBS01
Confirmation

Agent CITIZEN, JOHN Agent No. 12345
User name john

Confirmation

The requested changes have been made for
- your contact details

Your contact details are

Name John CITIZEN

Email address example@example.com.au

Telephone number
Number 01 2345 6789
Comments

1 [Next](#)

[ASIC Home](#) | [Privacy Statement](#) | [Conditions of use](#) | [Feedback](#)
Copyright 2003 Australian Securities & Investments Commission.

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