User Guide

ASIC Regulatory Portal

How to make a payment online via the portal

Version 1.0
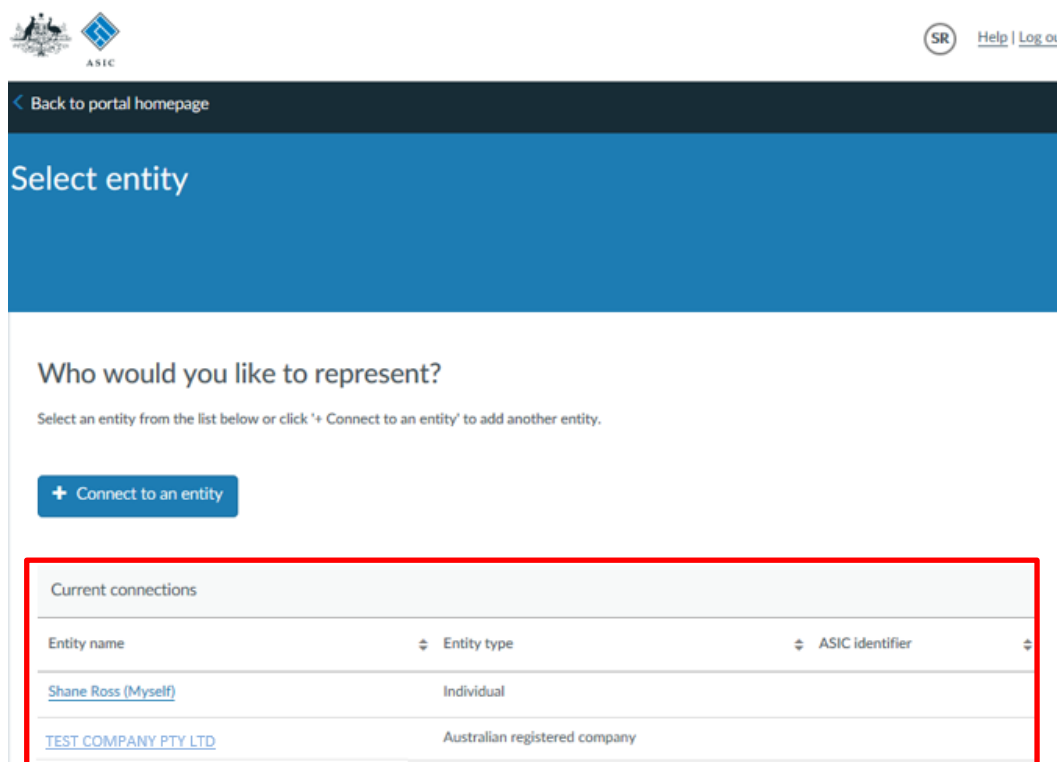
# How to make a payment online via the portal

1. Log in to the **ASIC Regulatory Portal** – https://regulatoryportal.asic.gov.au/

2. This will open the Select entity page which will list all your current connections. Select an **entity** from your list of current connections.

3. This will open the **entity's dashboard**. Click on **Administration** in the top navigation bar and select **Billing** from the drop-down menu.
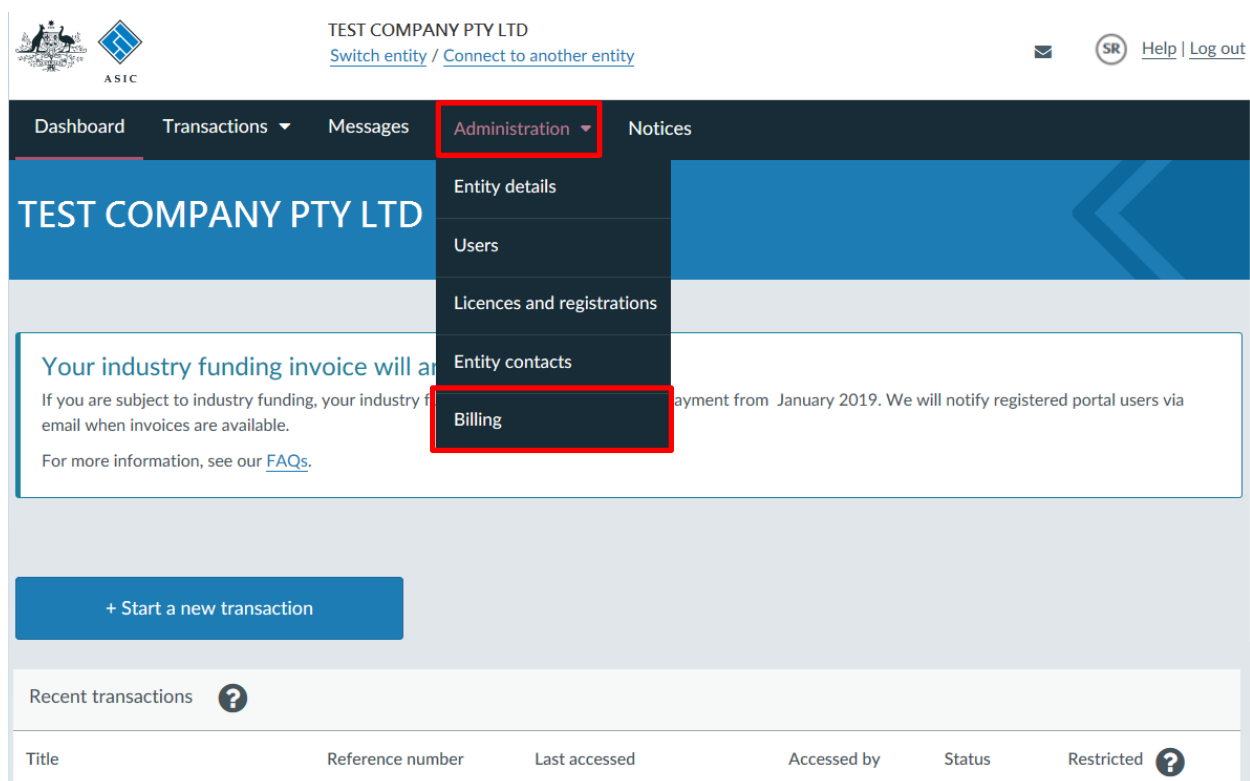
4. This will open the **Administration billing** tab.

> ℹ️ There are two types of invoices available in the portal:
> - **Industry funding invoices** – applicable to regulated entities with industry funding obligations. For more information, see our industry funding page.
> - **Other invoices** – applicable to applications and transactions relating to licences and professional registrations, applications for relief and review or corporate finance transaction documents.

- To make a payment for an industry funding invoice, select the **industry funding invoices and reminder notices** tab

- To make a payment for an other invoices, select the **invoices and reminder notices** tab

> ℹ️ It's important you select the billing tab that relates to the type of invoice you wish to make a payment for, as the customer reference details will differ.

5. Click **Make a payment now**.

6. This will open the Make a payment page. Click **Pay now by credit / debit card** to pay now by credit / debit card.

7. This will open a payment page in new browser window. Enter the **payment details,** then click **Pay Now**

8. Review the payment details and if okay, click Pay Now.

> If the payment is successful, a message thanking you for your payment will be shown.
>
> **We recommend you write down the receipt number and request a receipt for your own records.**
>
> To receive a payment receipt, enter the **email address** where you would like the receipt sent, then click **Send Receipt**.