



User Guide
ASIC Regulatory Portal

How to view invoices and reminder notices

Version 1.0



ASIC

Australian Securities & Investments Commission

How to view invoices and reminder notices



When we charge a fee, you'll receive an invoice with the amount owing and your payment options. It will also have a list of recent transactions and any fees that were charged.

What are the different types of invoices available in the ASIC Regulatory Portal?

There are two types of invoices available in the portal:

1. **Industry funding invoices** – applicable to regulated entities with industry funding obligations. For more information, see our [industry funding page](#).
2. **Other invoices** – applicable to applications and transactions relating to licences, professional registrations, applications for relief and review of corporate finance transaction documents.

Who is notified when an invoice is issued via the portal?

For industry funding invoices, we will send an email notification to the entity's nominated billing contact, industry funding compliance contact and industry funding billing contact or alternative billing contact (if provided).

For other invoices, we will send an email notification to the entity's nominated billing contact and alternative billing contact (if provided).

You can view the entity billing contacts in the portal – to find out how, see our [portal help page](#).

What are reminder notices and who is notified when they're issued via the portal?

Seven days before an invoice falls due, we will issue a reminder notice if the balance remains unpaid.

We will send an email notification, alerting you that we have issued a reminder notice, to the same contacts that are notified when we issue an invoice.

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.

The screenshot shows the 'Select entity' page in the ASIC Regulatory Portal. At the top, there are logos for ASIC and SR, along with 'Help | Log out' links. Below the header, there is a 'Back to portal homepage' link. The main heading is 'Select entity'. Underneath, the question 'Who would you like to represent?' is followed by the instruction 'Select an entity from the list below or click '+ Connect to an entity' to add another entity.' A blue button with a plus sign and the text '+ Connect to an entity' is visible. Below this is a table titled 'Current connections' with a red border. The table has three columns: 'Entity name', 'Entity type', and 'ASIC identifier'. The first row shows 'Shane Ross (Myself)' as an 'Individual'. The second row shows 'TEST COMPANY PTY LTD' as an 'Australian registered company'.

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

- This will open the **entity's dashboard**, where you can view the 5 most recent industry funding or other invoices and reminder notices.

ASIC TEST COMPANY PTY LTD

Switch entity / Connect to another entity

Help | Log out

Dashboard Transactions Messages Administration Notices

TEST COMPANY PTY LTD

Your industry funding invoice will arrive soon

If you are subject to industry funding, your industry funding invoice will be ready for payment from XX January 2019. We will notify registered portal users via email when invoices are available.

For more information, see our [FAQs](#).

+ Start a new transaction

Recent transactions ?

Title	Reference number	Last accessed	Accessed by	Status	Restricted ?
Apply for registration as an approved SMSF auditor	2072	09 Jan 2019 13:19 (AEDT)	ASIC	In Progress	

[View all transactions >](#)

Invoices and reminder notices	
Date issued	Type
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder

Industry funding invoices and reminder notices	
Date issued	Type
05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice

[View all invoices >](#) [View all industry funding invoices >](#)

4. Click the **invoice or reminder notice** you wish to view.

Invoices and reminder notices		Industry funding invoices and reminder notices	
Date issued	Type	Date issued	Type
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
View all invoices and reminder notices >		View all industry funding invoices and reminder notices >	

5. This will open the invoice or reminder notice in PDF format.

Key Information

Item	Amount (\$)
Outstanding Balance	\$0.00
2017-2018 Levy Amount	\$364,740.00
Total amount to pay	\$364,740.00

Payment due by 15 March 2019

For full transaction listing and payment options please see reverse.

If you do not pay by the due date:

- Late Payment Penalty interest will be charged at the rate of 20% pa each month the levy remains unpaid;
- We may refer details of your unpaid debt to credit reference agencies;
- We may take legal action if you still do not pay;
- We may deregister your company and/or cancel your licence for non-payment after 12 months.

Pay Now

QR Code: [QR Code]

Account name: WIN DRAFT INVOICE THAT WILL HAVE LEVIES ACROSS 15 SUBSECTORS PTY LTD

Account number: 30123456789	Invoice number: 12675638	Payment due by: 15 March 2019
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Total amount to pay \$364,740.00

Payment Options

BPay Biller Code: 17101 Ref: 30123456789	Credit Card Go to www.asic.gov.au/payto/informations to pay with your credit card (Visa or MasterCard).	Electronic Funds Transfer BIBL 231 1 23 Account: 075617906 Reference: 300121456780
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How to view all industry funding invoices and reminder notices

On the entity dashboard, click **View all industry funding invoices**.

Invoices and reminder notices		Industry funding invoices and reminder notices	
Date issued	Type	Date issued	Type
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
View all invoices >		View all industry funding invoices >	

This will open the **Administration – Billing – Industry funding invoices and reminder notices** tab and show a list of industry funding invoices and reminder notices.

Administration

Billing Entity details Licences and registrations Users Entity contacts

Invoices and reminder notices **Industry funding invoices and reminder notices**

Invoices and reminder notices history
Please be aware your latest invoice may not include all of your most recent transaction(s) and/or payment(s).
For industry funding invoices, see the industry funding invoices and reminder notices tab.

\$ Make a payment now

Industry funding invoices and reminder notices

Date issued	Type
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice

Showing 100 results per page | Results 1 - 99 of 2430

<< First < Previous Next > Last >>

The ten most recent invoices and reminder notices will be shown by default. You can select the number of invoices and reminder notices to display on the page.

Showing 100 results per page | Results 1 - 99 of 2430

<< First < Previous Next > Last >>

Use the page arrows to navigate across the page results list.

Showing 100 results per page | Results 1 - 99 of 2430

<< First < Previous Next > Last >>



How to view all other invoices and reminder notices

On the entity dashboard, click **View all invoices**.

Invoices and reminder notices		Industry funding invoices and reminder notices	
Date issued	Type	Date issued	Type
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice	05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
View all invoices >		View all industry funding invoices >	

This will open the **Administration – Billing – Invoices and reminder notices** tab and show a list of other invoices and reminder notices.

The ten most recent invoices and reminder notices will be shown by default. You can select the number of invoices and reminder notices to display on the page.

Use the page arrows to navigate across the page results list.