User Guide

ASIC Regulatory Portal
How to register

Version 1.1

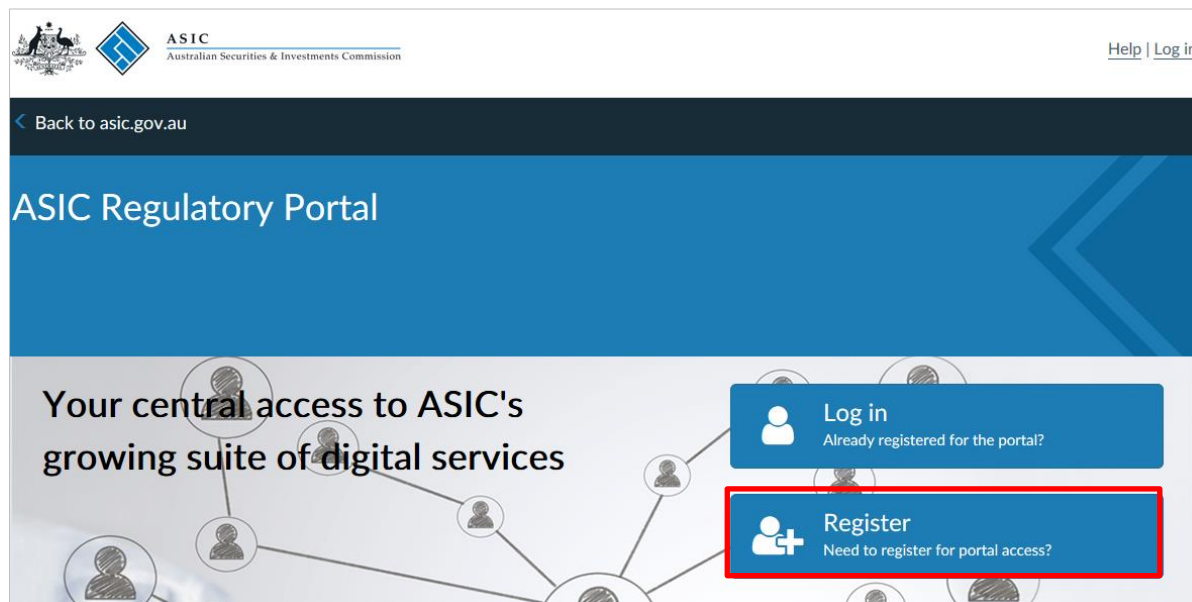ASIC

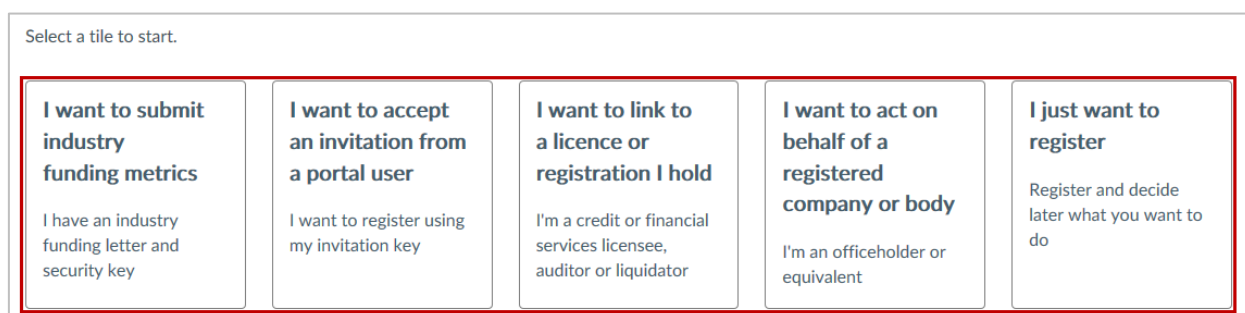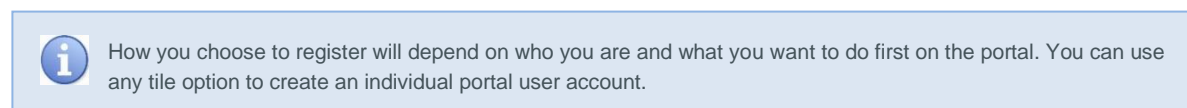Australian Securities & Investments Commission

How to Register

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

2. On the portal homepage, click **Register**.

3. Select the **tile** that matches what you want to do first on the portal.

> **i** How you choose to register will depend on who you are and what you want to do first on the portal. You can use any tile option to create an individual portal user account.

The table below shows when to select which tile:

Tile	When to select	Information you will need to provide when registering for the portal
I want to submit industry funding metrics	You have received an industry funding letter requesting you to submit business activity metrics via the portal.	**Must provide** Industry funding security key Personal details **May be required to provide depending on who you are** Entity type ASIC identifier Capacity Registration number ACN or ABN
I want to accept an invitation from a portal user	You have received an email inviting you to connect to an entity on the portal.	**Must provide** Invitation key Personal details
I want to link to a licence or registration I hold	You currently hold a professional licence or registration with ASIC, including: Australian Financial Services licence Australian Credit licence Registered Company Auditor registration Authorised Audit Company registration Self-Managed Superannuation Fund Auditor registration Liquidator registration	**Must provide** Licence or registration type Licence or registration number Personal details **May be required to provide depending on who you are** ASIC Key
I want to act on behalf of a registered company or body	You are an officeholder or equivalent of an: Australian Registered Company Registered Foreign Company Australian Registrable Body Partnership Trustee (Multiple) Other	**Must provide** Entity type Personal details **May be required to provide depending on who you are** ASIC identifier Corporate key ASIC key ABN Capacity Registration number
I just want to register	You want to register and decide later what you want to do. This may include you would like to apply for a new professional licence or registration and currently do not hold any other licences or registrations with ASIC.	**Must provide** Personal details

4.   Fill in your registration details.

> ℹ The details you fill in will depend on the tile you selected. Mandatory fields are marked with a red asterisk *
>
> **We will verify your information against our records.**
>
> If you hold a professional licence or registration with ASIC or are a registered company officeholder, you must use the name we hold on our records to create your portal account.
>
> If the name you use to create your account does not match our records, the registration will fail and you will not be able to connect to your licence, registration or entity. You should check your own records to confirm what name you have used or go to ASIC Connect's register search – www.asicconnect.asic.gov.au

5.   Read and agree to the ASIC Regulatory Portal: User Agreement by selecting the **declaration** check-box, then click **Register**

Declaration

- I've read the ASIC Regulatory Portal User Agreement and understand that my registration for a portal account and each use of the portal by me constitutes my acceptance of the terms and conditions in that agreement.
- I've read and acknowledge ASIC's Privacy Policy and the Privacy Collection Notice for the ASIC Regulatory Portal.
- I promise to keep Confidential Information that I access in the portal confidential, unless instructed otherwise by an individual who is acting on behalf of the relevant Regulated Entity.

    Note: *Confidential Information is information that is by its nature confidential, but excludes information required to be disclosed by law or which becomes public knowledge other than by a breach of law.*

- I understand that giving false or misleading information or documents to ASIC is a serious offence and could lead to a criminal prosecution of me personally.
- The information given in this application to register for a portal account is complete, true and correct.

☐ I agree and make the declarations as stated above.

Cancel   **Register**

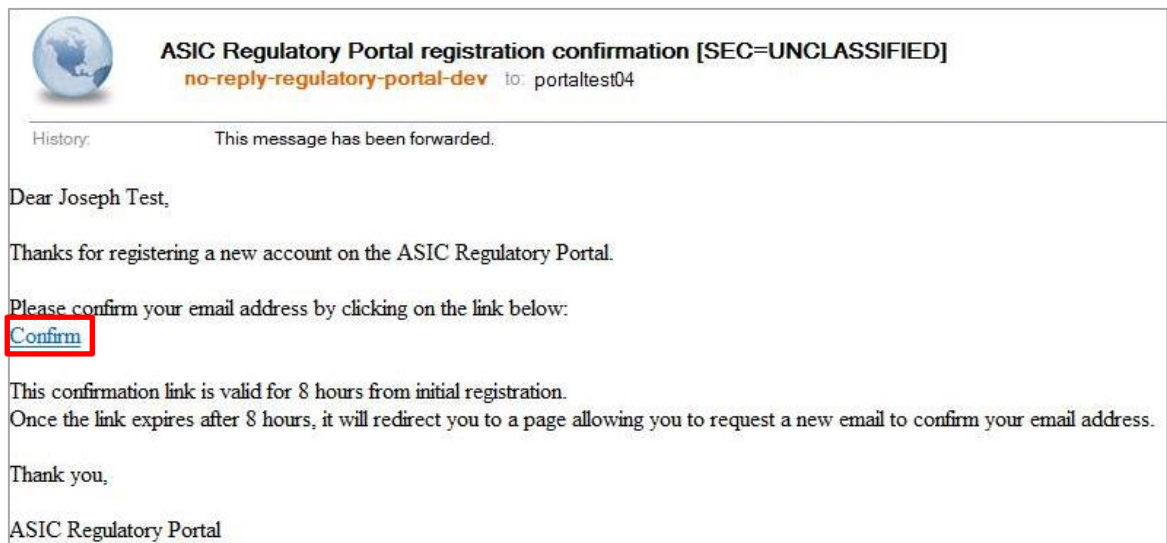> ℹ After you click 'Register' we will send you a confirmation email, which will prompt you to create a password.

6.   To activate your portal account, open the **registration confirmation email** that we sent to the email address you provided as part of your registration details.

7. Click **Confirm** in the registration confirmation email to confirm your email address. This will open the portal and direct you to Set password.

ASIC Regulatory Portal registration confirmation [SEC=UNCLASSIFIED]
no-reply-regulatory-portal-dev to: portaltest04

History: This message has been forwarded.

Dear Joseph Test,

Thanks for registering a new account on the ASIC Regulatory Portal.

Please confirm your email address by clicking on the link below:
Confirm

This confirmation link is valid for 8 hours from initial registration.
Once the link expires after 8 hours, it will redirect you to a page allowing you to request a new email to confirm your email address.

Thank you,

ASIC Regulatory Portal

8. Enter and **confirm the password** you would like to use for your portal account. Then click **Set password** to complete your registration. This will open a screen confirming your registration. This screen also includes a **Log in** button.

> (i) The password requirements are displayed on the page
> Once you have set your password, you are now ready to log in.

Password rules
Your new password must be 10-24 characters and contain at least: 1 number, 1 uppercase letter, and 1 lower case letter

Create your password

●●●●●●●●●●●●●●●●●

Confirm your password

●●●●●●●●●●●●●●●●●|

Cancel   Set password