User guide

Journalist Portal

How to search for fee exempt products

This service only provides access to, and delivery of, one search product at a time.

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

Journalist Search Access

- The ASIC Journalist Portal is a dedicated search service for approved journalists who are exempt from paying certain registry search fees.

- Approved journalists are provided with an 'application approved' email that includes a link to the ASIC Journalist Portal, username and password.

- Visit www.asic.gov.au/journalistsearch for more information.

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Get started

To get started, visit the ASIC website at www.asic.gov.au/journalistsearch.

Click on the blue **Search via the ASIC Journalist Portal** box.

This will take you to the ASIC Journalist Portal login screen.

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Log in

Log in using your email address and password.

This will take you to the declaration page.

If you do not have access to the ASIC Journalist Portal, **you will need to apply.**

For more information on how to apply, visit our website.

Note: our website uses cookies, which are small pieces of information exchanged between your web browser and a website server.

You may experience errors logging in if you:

- don't regularly clear your cookies and cache

- store your log in credentials in your Internet browser

- copy and paste your log in credentials

Using the above tips will minimise log in errors that aren't related to incorrect log in credentials.

If problems persist, please email **journalist.apply@asic.gov.au** to have your password reset.

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ASIC Connect Journalist Portal Login

Username (email address) and password

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

Log in ▶

Need Help

▶ Visit this webpage for more information on journalist access to ASIC searches

Quick Links
- ▶ Report a data issue
- ▶ ABN Lookup
- ▶ ASIC website
- ▶ Setup an alert
- ▶ Franchise Council of Australia
- ▶ Trade mark check
- ▶ Information brokers
- ▶ NZ companies
- ▶ Ask a question
- ▶ Service Availability

Follow ASIC

Complete the declaration

1. Under the **Search company and other registers** tab

2. Select the relevant **acknowledgement statements** to verify and declare your role and understanding

3. Select **Continue**

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Begin search

1. Select the **Search company and other registers** tab

2. Select the required **search type** from the drop down box

3. Enter the **name or registration number** of the entity you are searching

4. Select **Go**

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Search results

This screen shows an example of entity names, types and statuses.

1. Select the required name
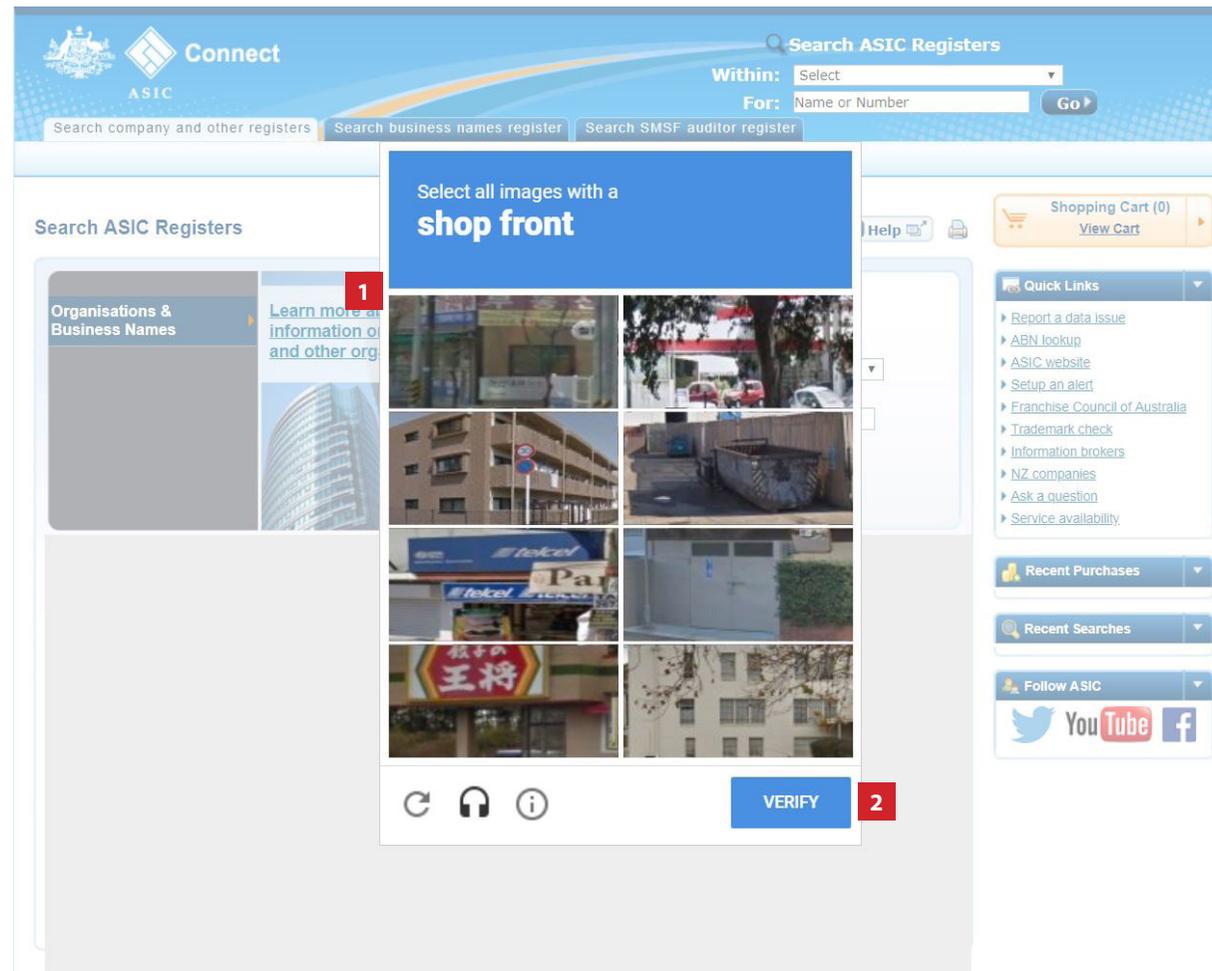
2. Select **View Details** to display

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Capture verification

1. Select all images with a (*as specified in the verification screen*)

2. Select **Verify**

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Search results

This screen displays further information about the organisation(s) selected.

Under **Information for purchase,** there is a list of available products.

1. Select the product/s you would like to purchase (no fee will be charged)

2. Select **Add To Cart**

Select **OK** when the confirmation box appears

3. Select **Checkout**

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Shopping cart

This screen will confirm all the products that were selected.

1. To remove products from the cart, tick the relevant box and select **Remove**

2. To purchase products in the cart, select **Pay Now (**No payment will be charged)

Following this will be the *Payment details - Delivery screen.* Select **Next** to progress.

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Receipt

This screen confirms your search request was successful.

Your product and receipt will be sent to your email address for you to view, save and print.

Alternatively, you can collect the payment receipt and product online by selecting '**Online Retrieval Status**'.

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