



User Guide

ASIC Regulatory Portal  
**How to send a message about a  
transaction**

Version 1.0



**ASIC**

Australian Securities & Investments Commission

# How to send a message about a transaction



You can send a message about a transaction from the transaction or message page. The steps below describe how to send a message from the transaction page.

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.

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## Select entity

Who would you like to represent?

Select an entity from the list below or click '+ Connect to an entity' to add another entity.

+ Connect to an entity

Current connections

Entity name	Entity type	ASIC identifier	Messages	Notices count
<a href="#">Shane Ross (Myself)</a>	Individual			

3. This will open the entity's dashboard. Click **Transactions** in the top navigation bar.

Shane Ross

Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices

## Shane Ross

Your industry funding invoice will arrive soon

If you are subject to industry funding, your industry funding invoice will be ready for payment from 30 January 2020. We will notify registered portal users via email when invoices are available.

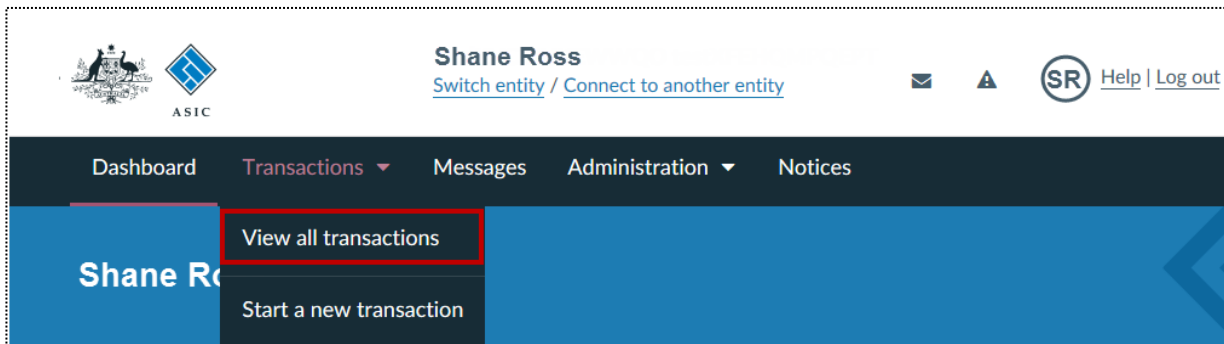
For more information, see our [FAQs](#).

+ Start a new transaction

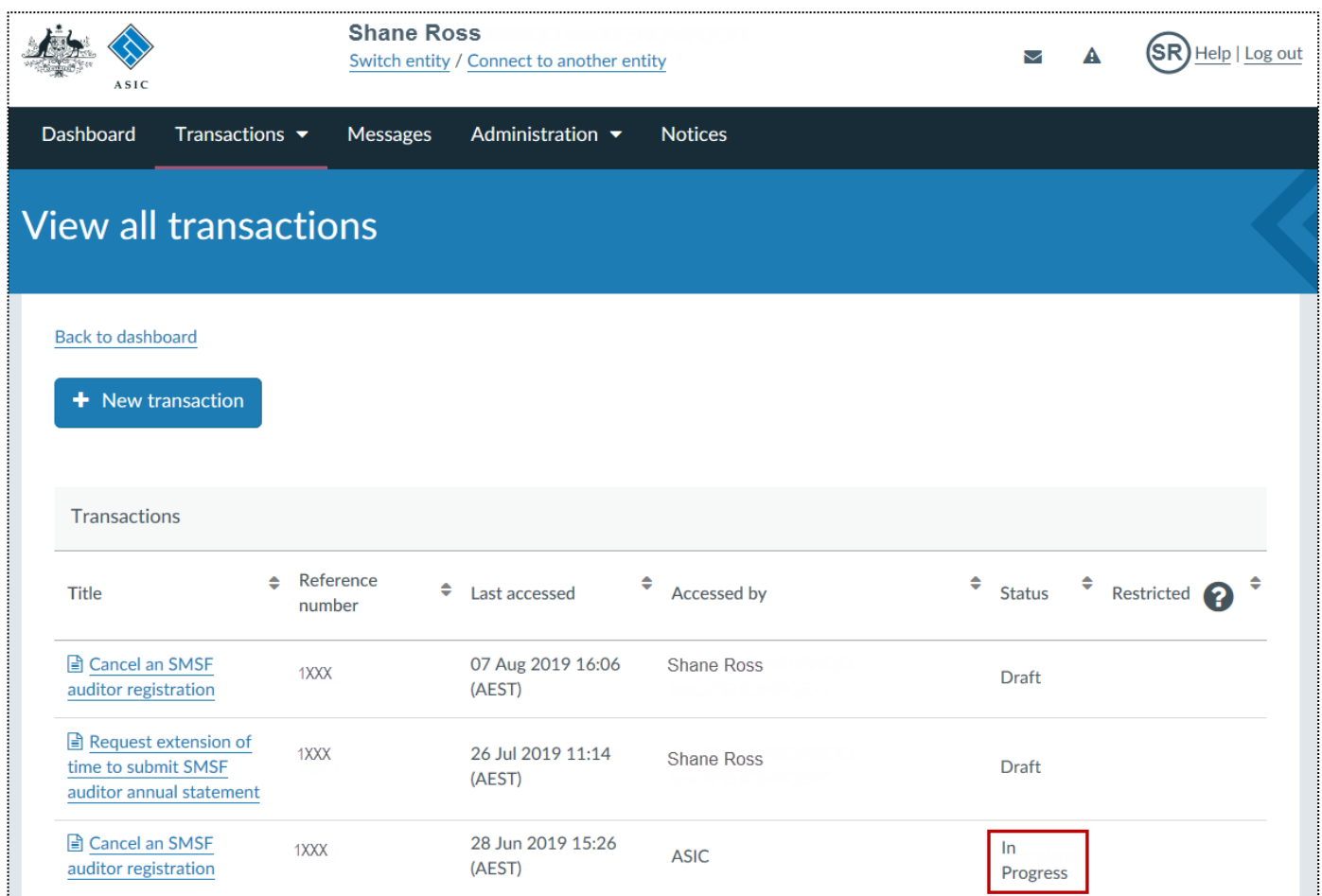
Recent transactions ?

Title	Reference number	Last accessed	Accessed by	Status	Restricted ?
<a href="#">Cancel an SMSF auditor registration</a>	1XXX	07 Aug 2019 16:06 (AEST)	Shane Ross	Draft	
<a href="#">Request extension of time to submit SMSF auditor annual statement</a>	1XXX	26 Jul 2019 11:14 (AEST)	Shane Ross	Draft	

4. This will reveal a drop-down menu. Click on **View all transactions**.




5. This will take you to a list of all forms or transactions for either yourself as an individual or if you are acting for an entity, for that entity. Click on a form or transaction that has a status of **In Progress**.










You can also reply to message from the **Messages page**. To access the Messages page, click Messages in the top navigation bar



**Shane Ross**  
[Switch entity](#) / [Connect to another entity](#)

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Shane Ross

For more information about messages, see our [portal help page](#).