



User Guide

# ASIC Regulatory Portal

## How to view messages

Version 1.0



**ASIC**

Australian Securities & Investments Commission

# How to view messages

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. Click the **message envelope icon** for the entity whose messages you wish to view.



The number on the envelope indicates a new message.

ASIC

SR Help | Log out

< Back to portal homepage

## 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 **Messages** page. Select the message tab that matches which messages you want to view in the portal. You can select to view **All**, **Unread**, or **Archived** messages.

ASIC

Shane Ross  
Switch entity / Connect to another entity

SR Help | Log out

Dashboard Transactions Messages Administration Notices

## Messages

### Printing messages

To print messages, you need to use the print function in your browser.

**Guidance**

1. Select the message thread from the left column. This will load all the messages in the thread in the right column.
2. You can configure this page to display a maximum of 100 messages in any single thread.
3. Open the messages in the thread that you wish to print.
4. Locate the print function in your browser (this will differ depending on what browser type and version you are using), and select Print.

All Unread Archived

From: ASIC 12 Jul 2019 13:21 (AEST)  
Subject: Cancel an SMSF auditor registration  
Transaction ref # 1XXX

Subject: Cancel an SMSF auditor registration  
Reference number: 1XXX

New message

4. On the left-hand panel, select the **message thread** that you want to view. This will open the related messages in the right-hand panel.

The screenshot shows the ASIC Regulatory Portal interface for user Shane Ross. The top navigation bar includes 'Dashboard', 'Transactions', 'Messages', 'Administration', and 'Notices'. The 'Messages' section is active, showing a list of message threads. The selected thread is highlighted with a red box and contains the following information:

- From: ASIC
- 12 Jul 2019 13:21 (AEST)
- Subject: Cancel an SMSF auditor registration
- Transaction ref # 1XXX

The right-hand panel displays the details of the selected message thread, including the subject, reference number (1XXX), and a list of messages. The first message in the thread is highlighted with a red box:

- From: ASIC
- 12 Jul 2019 13:21 (AEST)
- Transaction ref # 1XXX

Below the message list, there is a blue information icon and a text box stating: "A message thread contains all messages about a single transaction or Notice."

5. On the right-hand panel, click the **message header**. This will open the message.

The screenshot shows the ASIC Regulatory Portal interface for user Shane Ross. The top navigation bar includes 'Dashboard', 'Transactions', 'Messages', 'Administration', and 'Notices'. The 'Messages' section is active, showing a list of message threads. The selected thread is highlighted with a red box and contains the following information:

- From: ASIC
- 12 Jul 2019 13:21 (AEST)
- Subject: Cancel an SMSF auditor registration
- Transaction ref # 1XXX

The right-hand panel displays the details of the selected message thread, including the subject, reference number (1XXX), and a list of messages. The first message in the thread is highlighted with a red box:

- From: ASIC
- 12 Jul 2019 13:21 (AEST)
- Transaction ref # 1XXX

Below the message list, there is a text box containing the message content: "I want to start a new message thread with ASIC about this transaction".



You can also view messages from the **entity's dashboard**.

Shane Ross  
[Switch entity / Connect to another entity](#) [Help](#) | [Log out](#)

Dashboard Transactions **Messages** Administration Notices

Shane Ross

Or the **individual form or transaction page**. To view the individual form or transaction page:

- Click on Transactions in the top navigation bar. This will reveal a drop-down menu.
- Click on View all transactions. This will take you to a list of all form or transactions for either yourself as an individual or if you are acting for an entity, for that entity.
- Select a transaction from the list. This will take you to a detailed view for that form or transaction.
- Click the Messages tab. This will show all the current messages against the transaction.

**Note:** If messaging is unavailable for a transaction, the Messages tab will not be shown.

Shane Ross  
[Switch entity / Connect to another entity](#) [Help](#) | [Log out](#)

Dashboard Transactions Messages Administration Notices

Summary Guide **Messages**

**Subject:** Cancel an SMSF auditor registration

**Transaction reference number:** 1XXX

New message

Message

Max. 2000 characters.

[Browse...](#)

[Cancel](#) [Send](#)

From: ASIC  
Transaction ref # 1XXX

12 Jul 2019 13:21 (AEST)

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