ASIC
Australian Securities &
Investments Commission

User guide

ASIC Connect

How to request an ASIC key

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

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How to request an ASIC key

- ASIC Connect is the online system used to manage business names, SMSF auditor registrations, authorised representatives and financial advisers.
- Your ASIC key safeguards your personal information when you first set up an ASIC Connect account, by ensuring that only you, or those authorised to act on your behalf, can access your account.
- ASIC Connect can be accessed by as many staff as you require. This is particularly useful for those large companies and institutions that hold many business names and/or financial service licences.
- Further assistance about using ASIC Connect can be accessed via the

button at the top right-hand side of the screen.
- Visit our support page for more user guides about other ASIC Connect transactions.

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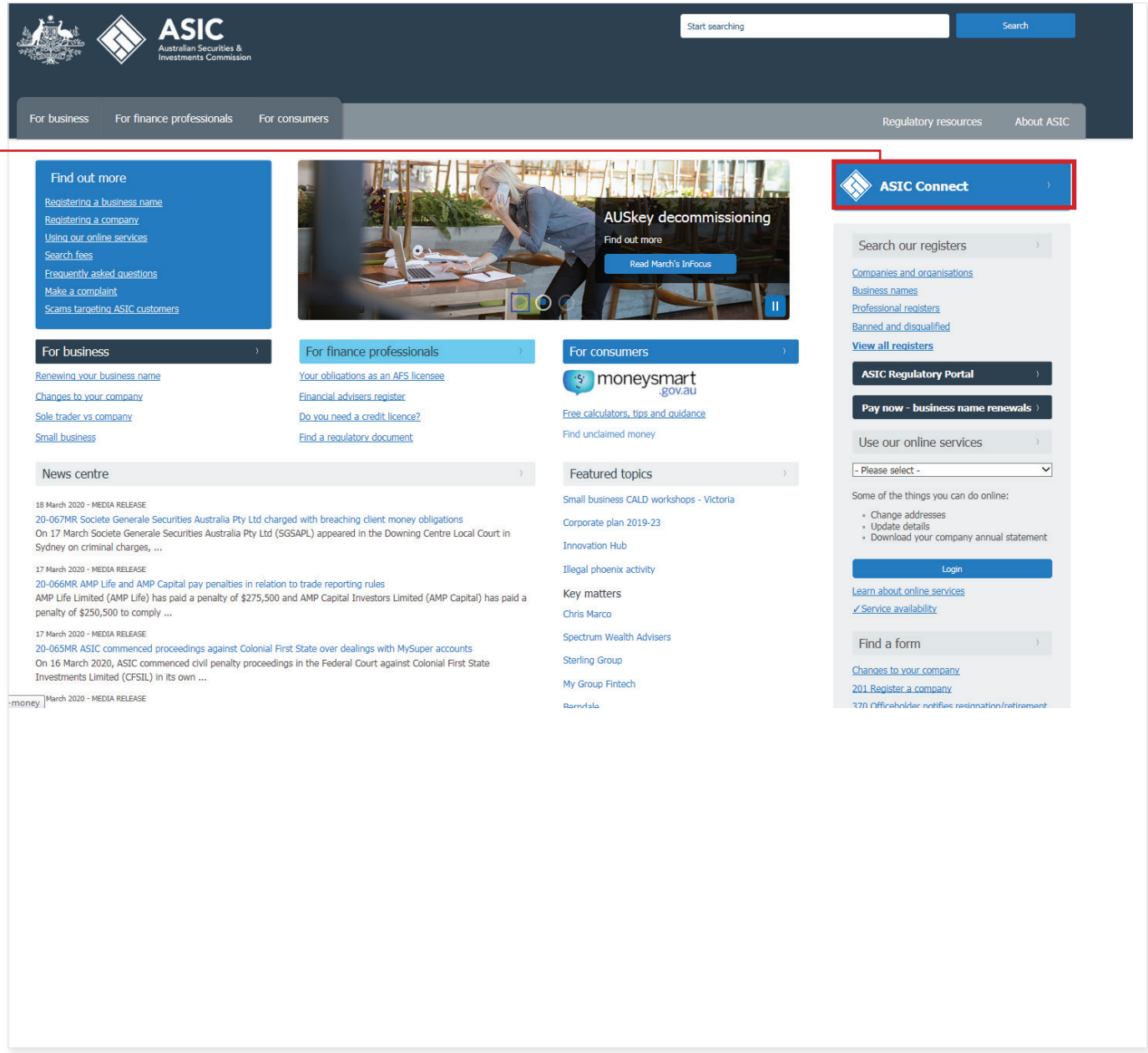
Get started

Visit our website at www.asic.gov.au.

Click on the blue **ASIC Connect** box.

This will take you to ASIC Connect.



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Log in

Go to ASIC Connect and select **Log in**.

If you do not have an ASIC Connect account, select **Sign up**.

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Log in

Log in using your email address and password.

If you do not have an ASIC Connect account select **Sign up**.

You can refer to our user guide How to sign up for an ASIC Connect account.

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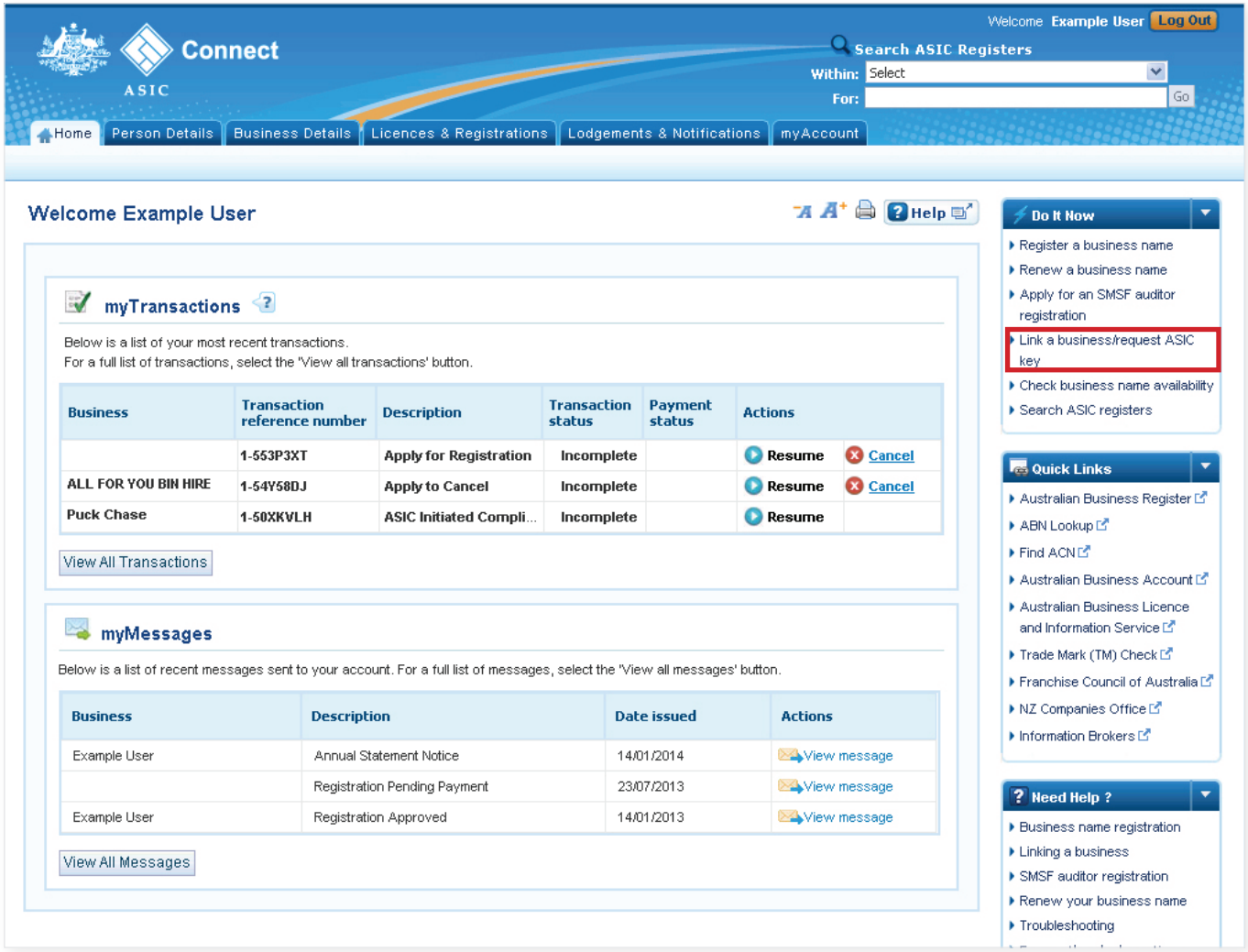
Requesting an ASIC key

Under the *Do It Now* box on the right-hand side, select **Link a business/ request ASIC key**.



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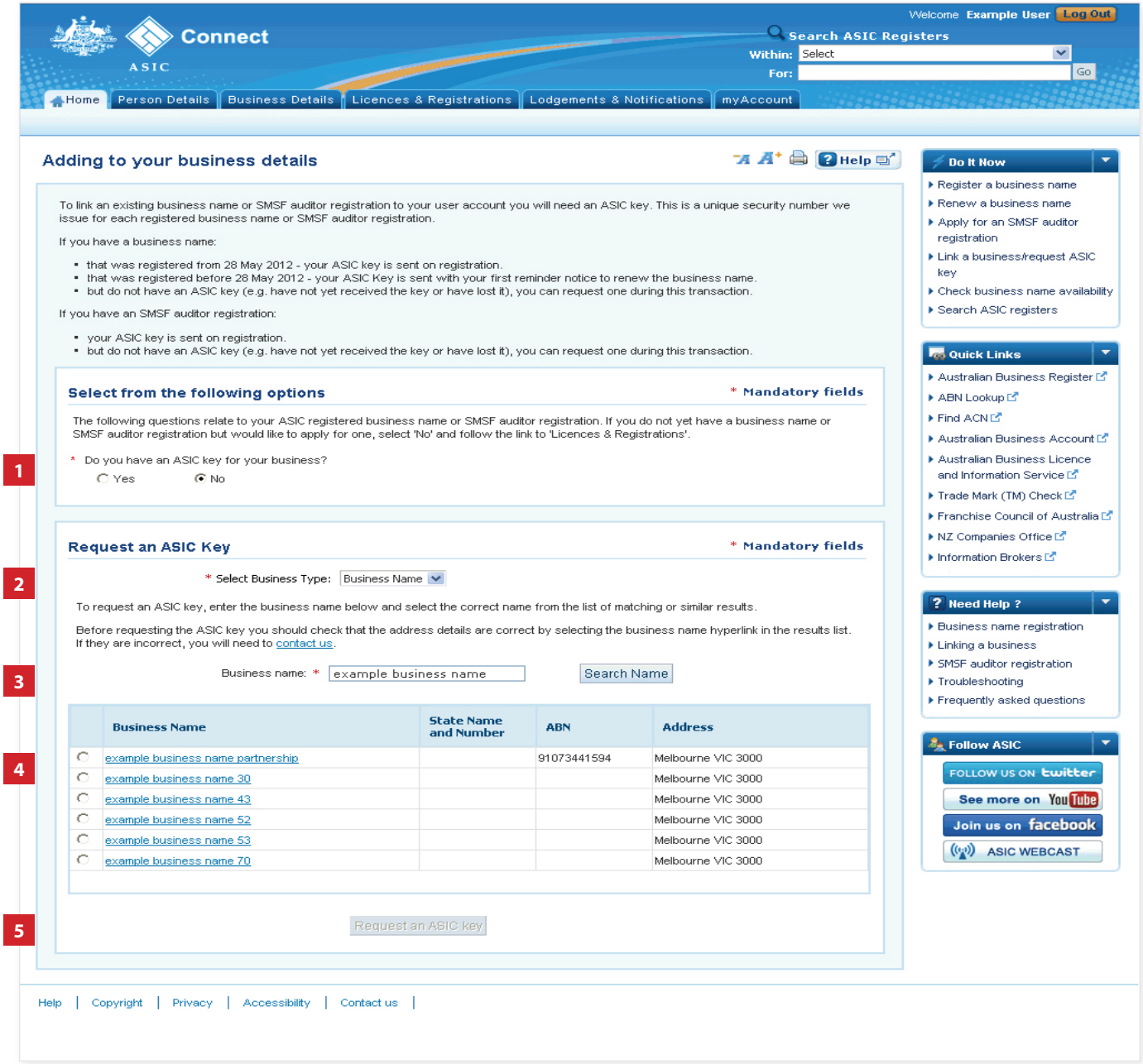
Requesting an ASIC key

For Business name holders

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **Business Name** from the drop-down box.
3. Enter your business name and select **Search name**.
4. Select the correct name from the list of matching or similar results.
5. Select **Request an ASIC key**.



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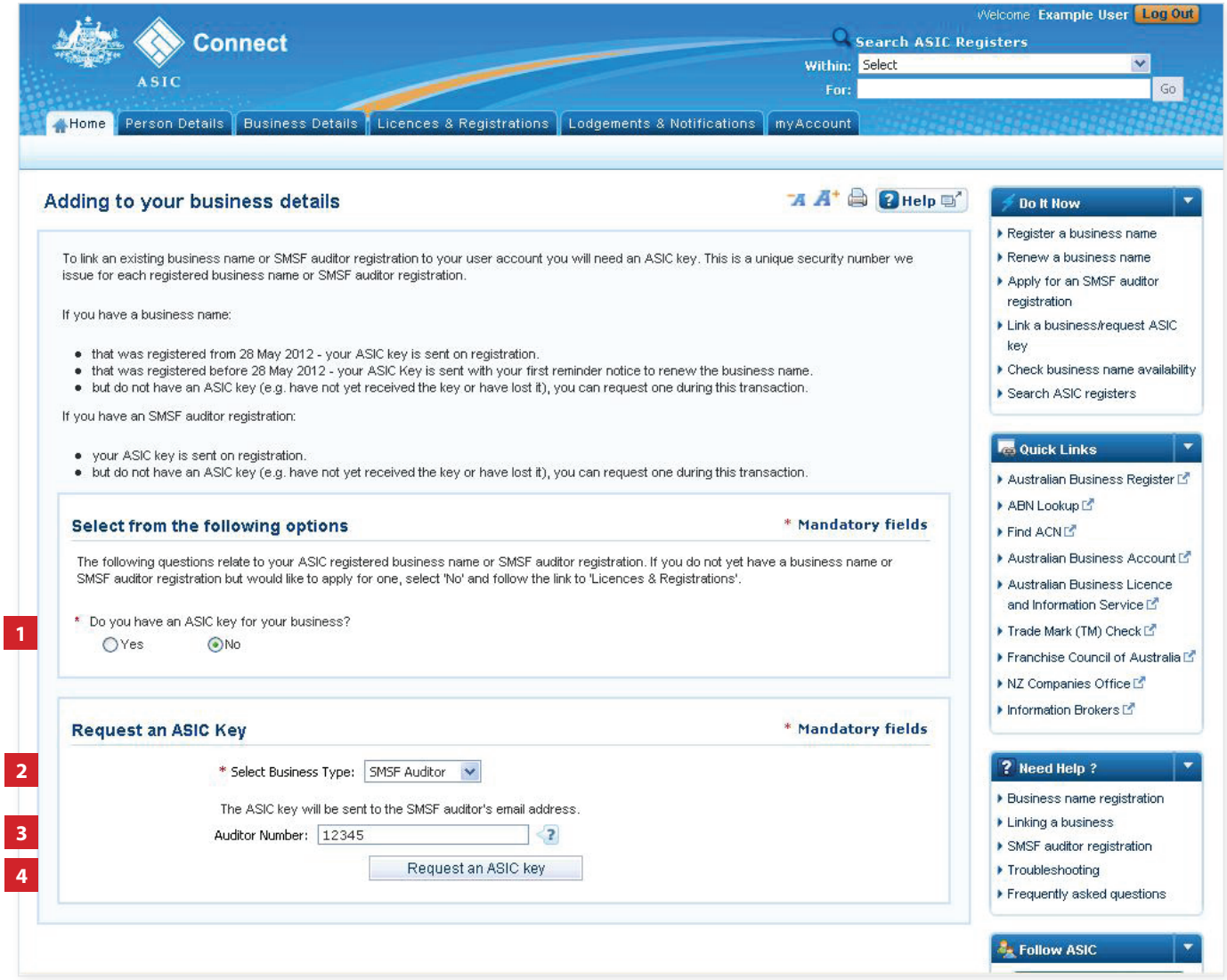
Requesting an ASIC key

For SMSF auditors

1. Select **No** when asked if you have an ASIC key for your business.
2. Select **SMSF Auditor** from the drop-down box.
3. Enter your auditor number.
4. Select **Request an ASIC key**.



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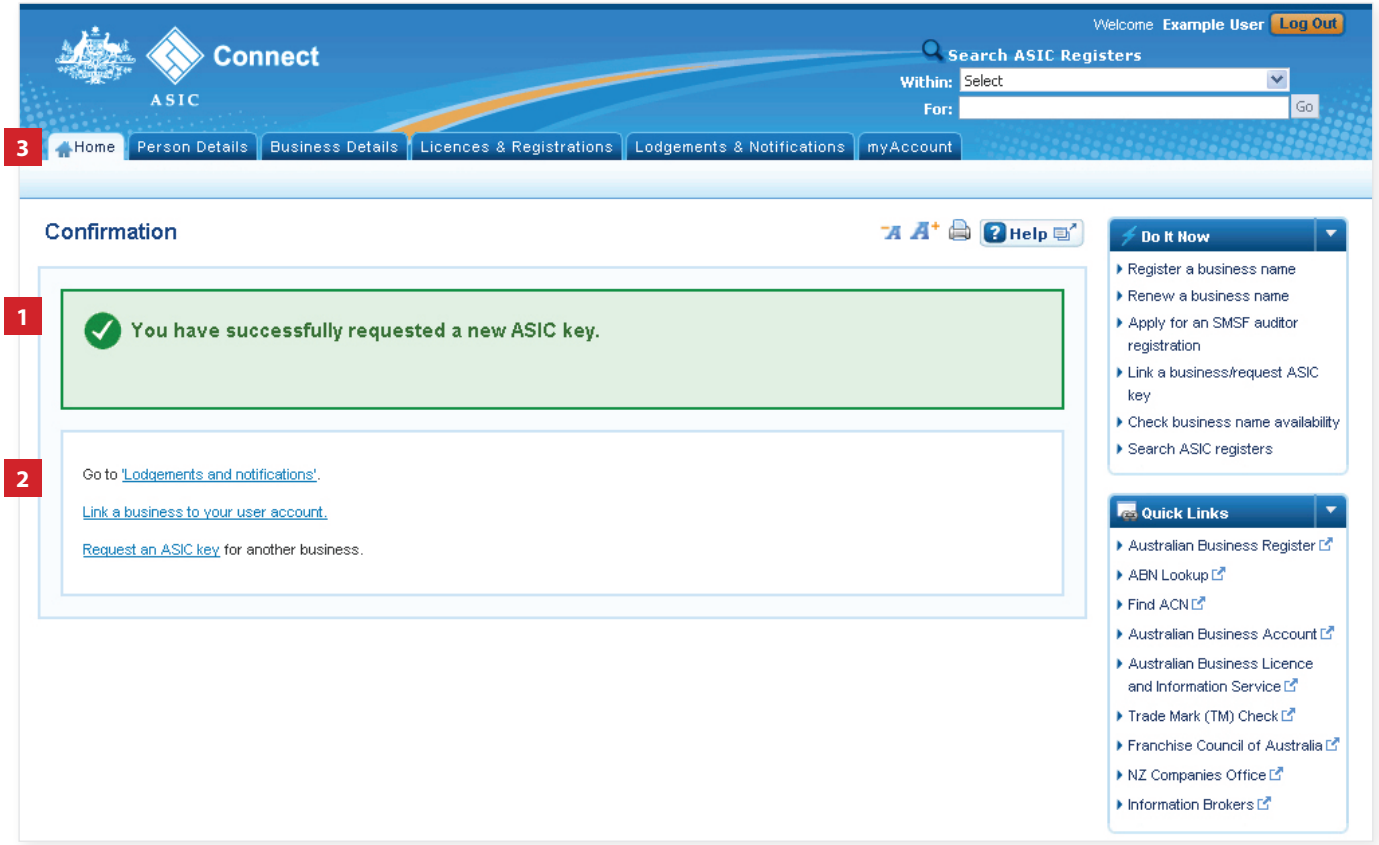
Confirmation

1. This screen confirms your transaction has been submitted.
2. Select one of the links for more information about other services.

   OR

3. Select **Home** to return to the ASIC Connect homepage.

Note: The ASIC key will be sent to the email address currenly recorded for the business. If an email address has not been provided, the ASIC key will be sent to the address for service of documents listed on the register.



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