



How to restrict a transaction or a transaction group

ASIC Regulatory Portal user guide | Version 1.3, March 2026

Log in and select an entity

1. Log in to the [ASIC Regulatory Portal](#).
2. Once you have logged into the portal, you will see the Select entity page which lists all your current connections. **Select the entity** from the list of connections that you would like to represent.

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
Hannah Williams (Myself)	Individual	
TEST COMPANY PTY LTD	Australian registered company	

3. This will open the entity's dashboard. Select a transaction by clicking on the transaction title hyperlink from either the Modernised transactions column or Original transactions column.

Dashboard Messages Administration Notices Transaction groups

Modernised transactions

Modern transaction history

The below transactions have been modernised.
Select a transaction to start.

Australian financial services licensee

AFS transactions now live

AFS licensing transactions are now available on your entity dashboard.

[Apply for an Australian financial services licence](#)

Original transactions

Original transaction history

The below transactions will be modernised.
Select a transaction to start.

Industry funding

Pay now to avoid penalties

Your industry funding levy notice is now available and due for payment by **Wednesday 11 March 2026**.

[Submit industry funding annual return 2024-25](#)

View transaction

- This will open the transaction landing page. Scroll down to the bottom of the page. Click on **Launch transaction**.
- The next screen you will see is the Transaction settings page. You will need to decide if you would like to restrict access to the transaction to selected users.

Transaction settings

Do you want to restrict access to this transaction?

Setting access restrictions for a transaction

If you choose **not to restrict** access, all users connected to this entity will have access to this transaction, including anyone you invite to have access to your entity in the future. If you think you may wish to limit access to this transaction in the future, you should do so now.

If you choose **to restrict** access, only users you select will be able to access the transaction.

As you launched this transaction, you have access by default. Senior administrators have access by default; this cannot be changed.

To restrict access, click **Yes – restrict access**. This will show a list of all connected users and allows you to select who can access the transaction. Click **Next** to proceed to the confirmation page.

Note: Senior Administrators have access to all transactions by default and cannot be restricted.

Users who can access this transaction

<input type="checkbox"/> All	Name	Access level
<input type="checkbox"/>	Helen Edgar	Admin
<input checked="" type="checkbox"/>	Hannah Williams (Myself)	SeniorAdmin
<input checked="" type="checkbox"/>	Joy Rogers	Admin
<input type="checkbox"/>	Hannah Williams	Editor
<input type="checkbox"/>	Diana Jones	Admin

You will then see the following warning message and a list of the users you have selected to give access to this transaction. Review the list and select **Yes** if you want to proceed or **Cancel** to go back to select other users.

The screenshot shows a dialog box titled "Set transaction restrictions". At the top, it asks "Are you sure you want to restrict access to these users?". Below this is a warning message: "You are about to restrict access to this transaction. Restricting access to this transaction means only the users selected below will be able to access the transaction. Click 'Yes' to proceed with updating access restrictions or 'Cancel' to edit the users you have selected to have access to this transaction." Below the message is a table with two columns: "Name" and "Access level". The table lists four users: Hannah Williams (Myself) with SeniorAdmin access, Joy Rogers with Admin access, David Williamson with SeniorAdmin access, and Benjamin White with SeniorAdmin access. At the bottom of the dialog are two buttons: "Cancel" and "Yes".

Name	Access level
Hannah Williams (Myself)	SeniorAdmin
Joy Rogers	Admin
David Williamson	SeniorAdmin
Benjamin White	SeniorAdmin

- You can also restrict access after you have created the transaction. To do this, from entity or View all transactions page, open the transaction, click on the down arrow to the right of **Transaction access restrictions** and then click on the **Edit restrictions** button.

The screenshot shows a page titled "Apply for a no-action letter". At the top, there is a link "Back to all transactions". Below this are two tabs: "Summary" and "Guide". A section titled "Transaction access restrictions" is highlighted with a grey background. It contains the text "Access to this transaction is not restricted." and a button labeled "Edit restrictions". Below this section are four fields: "Reference number: 2004", "Last accessed: 06 Sep 2024 07:49 (AEDT)", "Accessed by: Hannah Williams", and "Status: Draft" with a help icon. At the bottom of the page are two buttons: "Delete" and "Continue transaction".

How to restrict transaction groups

Currently, transaction groups are only for Australian financial services licensee (AFSL) and Australian credit licensee (ACL) breach reporting using the group Reportable situation events.

Note: You will **not** prompted to restricted individual transactions within a transaction group as the restrictions settings you apply to the transaction group carry over to all transactions within the group.

Log in and select an entity

1. Log in to the [ASIC Regulatory Portal](#).
2. Once you have logged into the portal, you will see the Select entity page which lists all your current connections. Select the entity from the list of connections that you would like to represent.

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
Hannah Williams (Myself)	Individual	
TEST COMPANY PTY LTD	Australian registered company	

View reportable situation events

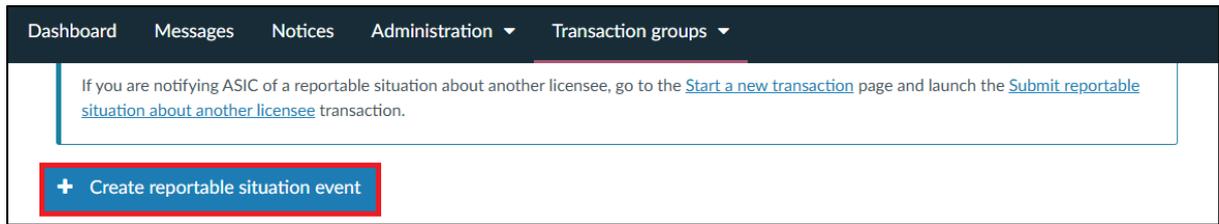
3. This will open the entity's dashboard. Click on Transaction groups -> View all reportable situation events.

ASIC TEST COMPANY PTY LTD
[Switch entity](#) / [Connect to another entity](#)

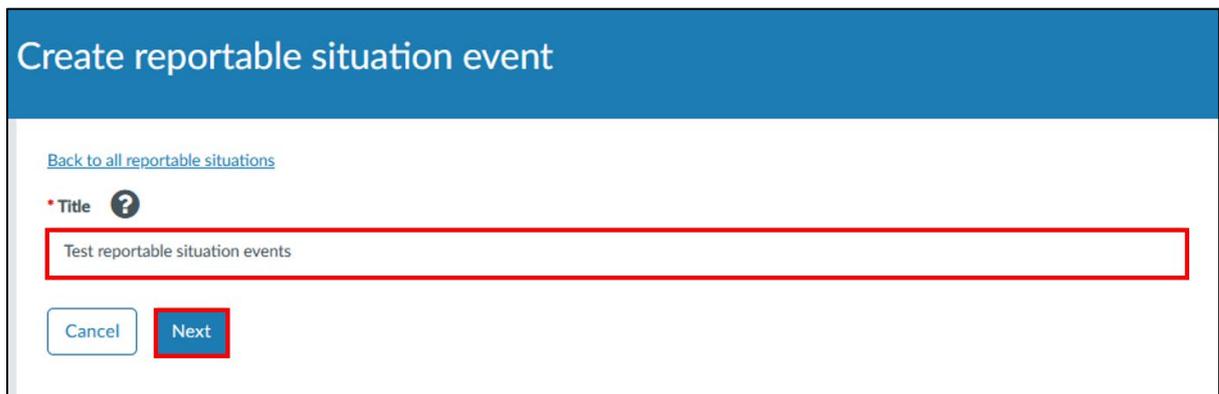
Dashboard Messages Notices Administration **Transaction groups**

TEST COMPANY PTY LTD **View all reportable situation events**

4. Select **Create reportable situation event**.

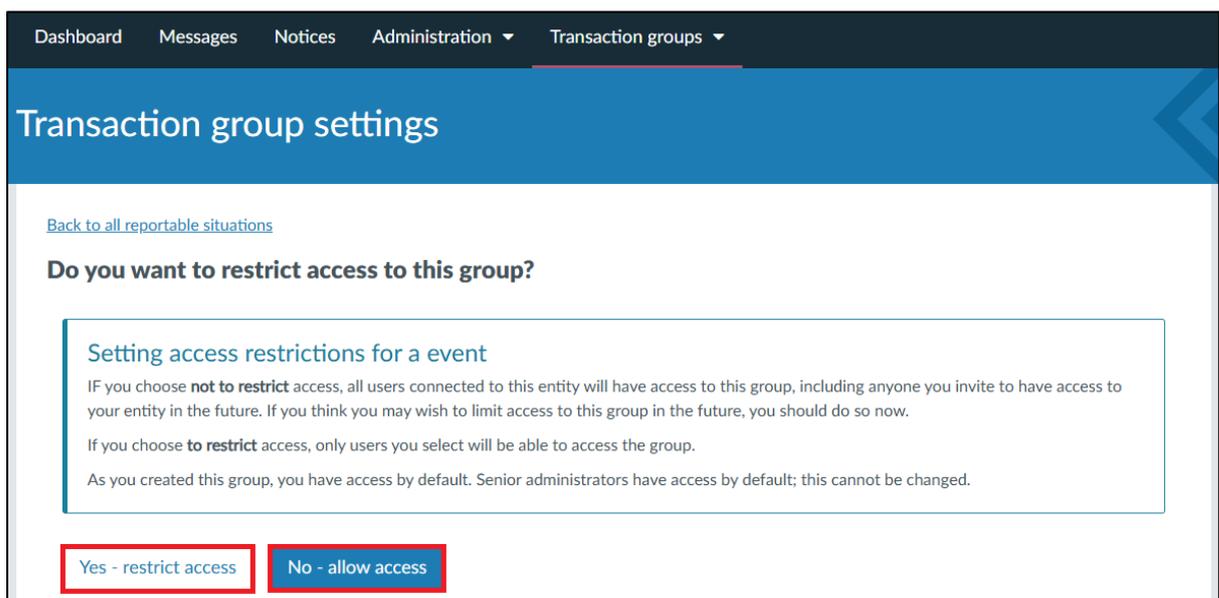


5. Once you create a transaction group and give it a title, click **Next**.



View transaction group

6. The next screen you will see if the **Transaction group** settings page. You will need to decide if you would like to restrict access to the transaction group to selected users.



To restrict access, click **Yes – restrict access**. This will show a list of all connected users and allows you to select who can access the transaction group. Click **Next** to proceed to the confirmation page.

<input type="checkbox"/> All	Name	Access level
<input type="checkbox"/>	Helen Edgar	Admin
<input checked="" type="checkbox"/>	Hannah Williams (Myself)	SeniorAdmin
<input checked="" type="checkbox"/>	Joy Rogers	Admin
<input type="checkbox"/>	Hannah Williams	Editor
<input type="checkbox"/>	Diana Jones	Admin

The below warning message will appear with the users you have selected to give access to this transaction. Select **Yes** if you want to proceed or **Cancel** to go back to change your selections.

Set transaction restrictions

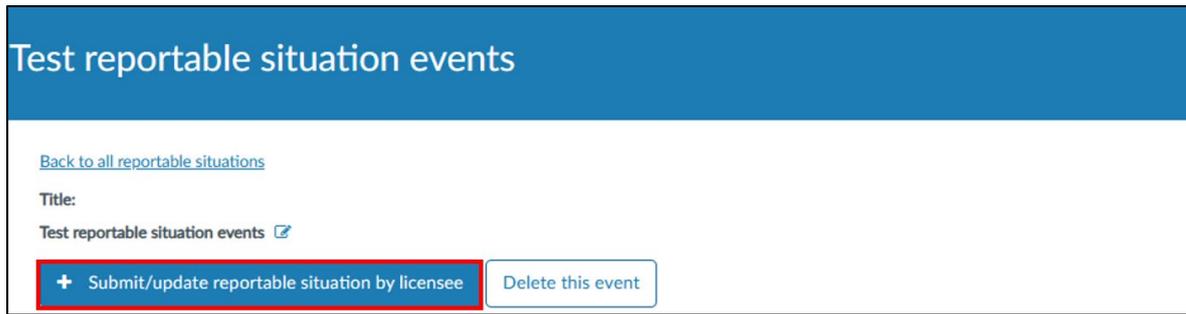
Are you sure you want to restrict access to these users?

You are about to restrict access to this transaction. Restricting access to this transaction means only the users selected below will be able to access the transaction.
Click 'Yes' to proceed with updating access restrictions or 'Cancel' to edit the users you have selected to have access to this transaction.

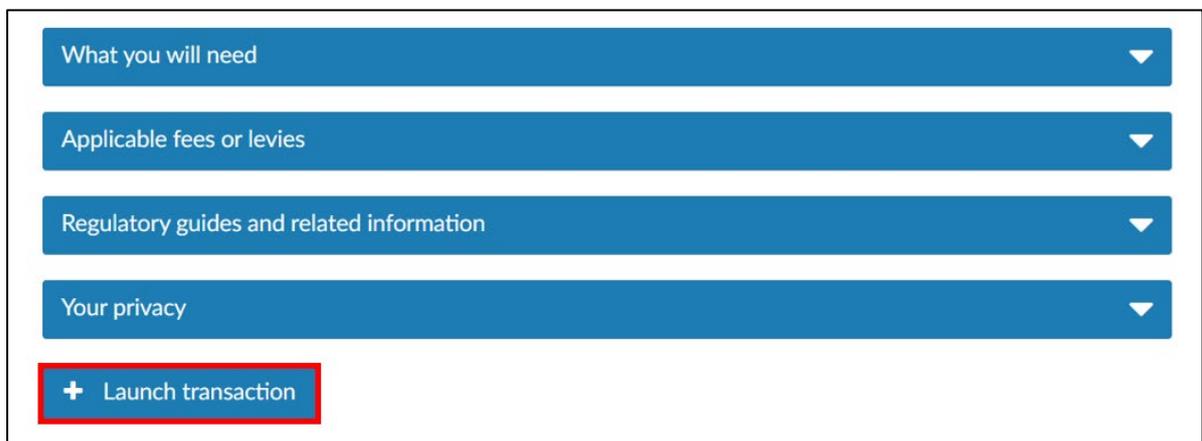
Name	Access level
Hannah Williams (Myself)	SeniorAdmin
Joy Rogers	Admin
David Williamson	SeniorAdmin
Benjamin White	SeniorAdmin

If you select **No – allow access**, all users connected to the entity will be able to access the transaction group, including the transactions and messages in relation to the group.

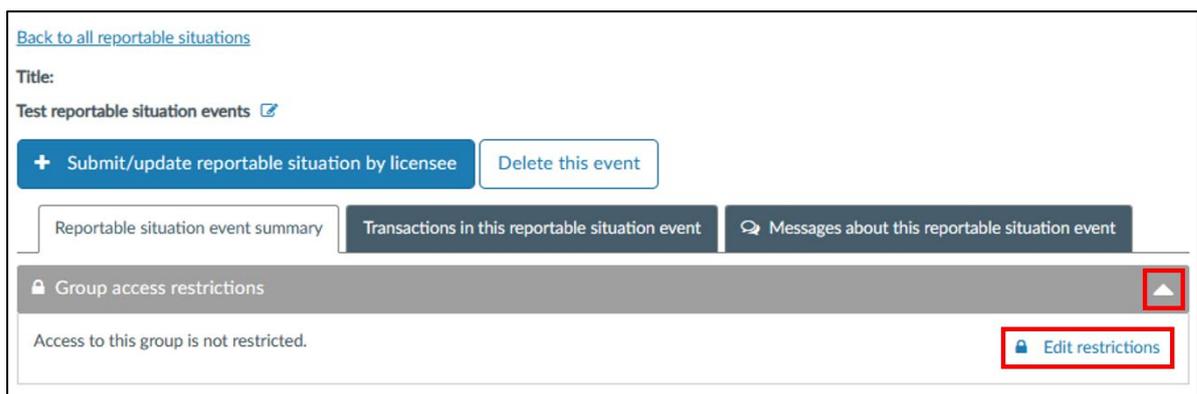
7. Select **Submit update reportable situation by licensee**.



8. Select **Launch transaction** to proceed with your submission.
Note: You will **not** be prompted to restrict the transaction as the transaction group settings carry over to all transactions within the transaction group.



9. Select **Submit update reportable situation by licensee**.



10. This will take you to the **Transaction group settings** page. The process for restricting access is the same as when creating the transaction group described at step 6 above.

Transaction group settings

[Back to all reportable situations](#)

Do you want to restrict access to this event?

Setting access restrictions for a event

If you choose **not to restrict** access, all users connected to this entity will have access to this group, including anyone you invite to have access to your entity in the future. If you think you may wish to limit access to this group in the future, you should do so now.

If you choose **to restrict** access, only users you select will be able to access the group.

As you created this group, you have access by default. Senior administrators have access by default; this cannot be changed.