



ASIC
Australian Securities &
Investments Commission

Registered agents: How to sign up for online access

ASIC Connect user guide | Published July 2025



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

Get started

1. Visit our website at asic.gov.au.
2. Select the **ASIC portals** button in the top-right to view further options.
3. Under **Registered agent and authorised lodger**, choose (from the drop-down menu), **Learn more about ASIC's online services** and read about how to sign up for portal access.

Tips:

- Additional support can be found on the following pages:
 - [Registered agents](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

Form setup

1. Read the ASIC **Electronic Lodgement protocol**. It outlines the rules and obligations with which you must comply.
2. Select **Yes** to confirm you agree to be bound by the terms and conditions of the **ASIC Electronic Lodgement Protocol**.
3. Select **as an ASIC registered agent**, as the basis on which you are applying.
4. Select **Next** to continue.

Form RC99
 ▶ **Form setup**
 → Select Access
 → Security details
 → Your details
 → Submit
 → Confirmation

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Form setup

Resume application
 If you have already filled in an application and are now ready to submit it, [resume](#).

New application 1

Before you apply, you must read and agree to the terms and conditions set out in the [ASIC Electronic Lodgement Protocol](#) - the legal agreement that governs the lodgement of documents electronically with us.

If you have not used this service before, read "[How this works](#)" first. It contains important information including what information you will need to provide to complete this request.

I have read the ASIC Electronic Lodgement Protocol and agree to be bound by the terms and conditions.
2 Yes No

On what basis are you applying?

3

- as a company officeholder (director or secretary)
- as an ASIC registered agent
- as an Australian Financial Services licensee
- as an Australian Financial Services authorised representative
- as a registered liquidator
- as a registered company auditor or as a director or officeholder of an authorised audit company
- as a credit licensee
- as a body corporate credit representative

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Enter your agent details

1. Enter **your registered agent number**.
2. Select whether you are **authorised** to:
 - enter data only, or
 - enter data and submit documents.
3. Select **Next** to continue.

Form RC99
 ✓ Form setup
 ▶ **Select Access**
 → Security details
 → Your details
 → Annual Statement
 → Print
 → Submit
 → Confirmation

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Your access requirements

Provide the following details

Registered agent number 1

Select the access level required

2 Authorised to enter data only
 Authorised to enter data and submit documents

3 [Next](#)



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Set up a username and password

You will need to create a username and password.

1. Enter a **username** of your choice that meets the criteria listed.
2. Enter a **password** of your choice that meets the criteria listed. Your password may not contain special characters outside of the criteria listed.
3. Confirm your **password**.

4. Enter a **security question and answer** to help us confirm your identity if you forget your username or password.
5. Select **Next** to continue.

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Register for online access

Form RC99

- ✓ Form setup
- ✓ Select Access
- **Security details**
- Your details
- Annual Statement
- Print
- Submit
- Confirmation

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Agent
Contact

Security details

User name and password
It is essential that you can remember your user name and password. If you only intend to use ASIC services occasionally you may prefer to use something like your email address as your user name - this may help you remember the name when you login.

Enter a user name of your choice 1

Must contain a minimum of 8 characters
May contain a maximum of 50 characters
May be a valid email address

Enter a password of your choice 2

Must contain a minimum of 16 characters
May contain a maximum of 50 characters
Must contain lower case and upper case alpha and numeric characters
May contain punctuation or keyboard characters (excluding whitespace and special controls)

Confirm your password 3

Must match password

Security question and answer
If you forget your password, we will verify your identity by asking you this question. Choose a question only you know the answer to that has nothing to do with your password.

The type of security question and answer that you could use are 'What is my mother's maiden name', 'what country was I born in', 'what town was I born in', 'what is my favourite colour'. When considering your security question and answer it is recommended that you have a question for which there is only one answer, and that the answer is only one or two words.

You must remember the format of the security answer, as the validation of your answer is case and space sensitive. If you do not provide the answer as originally set a new password will not be generated

Question 4

Must be at least 8 characters

Answer

Must be at least 8 characters

5 Next

Verify your new username and password

You will be prompted to enter your new username and password.

1. Enter your **username** and **password**.
2. Select **OK** to continue.

The screenshot shows the ASIC Form RC99 'Security details' section. The page header includes the ASIC logo and 'Australian Securities & Investments Commission'. The left sidebar contains navigation links for 'Form RC99', 'Security details', 'Help', and 'Links'. The main content area is titled 'Security details' and includes sections for 'User name and password', 'Enter a password of your choice', 'Confirm your password', 'Security question and answer', and 'Question'.

A Windows Security dialog box is overlaid on the page, titled 'iexplore.exe'. It displays a warning: 'The server test.business.asic.gov.au is asking for your user name and password. That server also reports: "ASIC eBusiness". Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.' The dialog box has input fields for 'User name' and 'Password', and 'OK' and 'Cancel' buttons.

Red callout boxes with numbers 1 and 2 are present. Callout 1 points to the 'User name' field in the dialog box. Callout 2 points to the 'Security question and answer' section on the form.

Enter your personal details

1. Enter your **personal details** in the fields provided.
2. Ensure you read the **Note** at the bottom of the screen.
3. Select **Next** to continue.

The screenshot shows the ASIC Form RC99 'Your details' section. The page header includes the ASIC logo and 'Australian Securities & Investments Commission'. The left sidebar contains navigation links for 'Form RC99', 'Your details', 'Help', and 'Links'. The main content area is titled 'Your details' and includes sections for 'Your details', 'Provide the following details', 'Contact details', and 'Telephone'.

The 'Your details' section shows the following information: Agent: CITIZEN, JOHN Agent No. 12345; User name: john.citizen@example.com.au; Reference No: 12345678.

The 'Provide the following details' section has a red callout box with the number 1 pointing to the text. Below this are input fields for 'Contact name', 'Given names', 'Family name', 'Email address', 'Re-enter email address', and 'Telephone' (with a 'Number' field and a 'Comments' field).

The 'Telephone' section has a red callout box with the number 2 pointing to the 'Number' field.

A 'Please Note' section at the bottom has a red callout box with the number 2 pointing to the text: 'Please Note: To receive ASIC email advice, it is your responsibility to ensure your contact details, including email address are current.' A red callout box with the number 3 points to the 'Next' button.

Annual Statement Package declaration

1. The information regarding **issuing of annual statement packages** is important. Please read this information carefully.
2. Select **Yes** to acknowledge your understanding.
3. Select **Next** to continue.

The screenshot shows the ASIC Form RC99 interface. At the top left is the Australian coat of arms, followed by the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. A 'Register for online access' link is in the top right. The page is divided into a left sidebar and a main content area. The sidebar contains 'Form RC99' with links for 'Print', 'Submit', and 'Confirmation', a 'Help' section with links for 'Ask a question', 'How this works', and 'Technical FAQ', and a 'Links' section with links for 'Search ASIC' and 'Search ABR'. The main content area displays user details: 'Agent CITIZEN, JOHN Agent No. 12345', 'Contact CITIZEN, John', 'User name john.citizen@example.com.au', and 'Reference No 12345678'. A red box with the number '1' highlights the section title 'Annual Statement Package'. Below this, a paragraph explains that Annual Statement Packages will be issued electronically. A second paragraph states, 'I understand that on approval of my registration for online access company Annual Statement Packages will be issued electronically and not by paper.' A red box with the number '2' highlights the 'Yes' radio button. A red box with the number '3' highlights the 'Next' button. At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission.'

Participation agreement

To complete your application for online access you must:

1. **Print and sign** the Participation Agreement.
2. Select **Yes** to confirm you have acknowledged a copy of this document will be sent/faxed to ASIC.
3. Select **Next** to continue.

The screenshot shows the ASIC Form RC99 interface for the 'Print and sign agreement and submit online application' step. The header and sidebar are identical to the previous screenshot. The main content area displays the section title 'Print and sign agreement and submit online application' and the sub-section 'Print'. A paragraph explains that the user must print and sign the Participation Agreement in Adobe PDF format. A red box with the number '1' highlights the 'PRINT' button. Below this, a question asks, 'Have you successfully printed, signed and faxed a copy of your document to ASIC?' A red box with the number '2' highlights the 'Yes' radio button. A red box with the number '3' highlights the 'NEXT' button. A red text instruction states, 'You must sign, print and fax a copy of the document to ASIC before proceeding to the submission.' At the bottom, there are links for 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission.'

Submit the application

1. Select **Yes** to declare you agree/ comply with the terms outlined.
2. Select **Submit** to lodge the document with ASIC.

Notes:

- you must then send the signed Participation Agreement to ASIC via email.
- ASIC will check and process your application and contact you via the nominated email address on the application confirming your online access has been granted.

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Australian Securities & Investments Commission

Register for online access

Form RC99
✓ Print
▶ **Submit**
→ Confirmation

Agent CITIZEN, JOHN Agent No. 12345
Contact CITIZEN, John
User name john.citizen@example.com.au
Reference No 12345678

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Submit online application

Submit now
I declare that

- I have printed the RC99 and faxed a copy of the RC99 to ASIC
- This request is submitted under the terms and conditions of the ASIC Electronic Lodgement Protocol
- I am authorised to lodge documents on behalf of the entity

1 Yes No

Date: 05-06-2014
Heavy penalties can be imposed for giving false or misleading information.

2 SUBMIT

Submit later
Please record the reference number at the top of the page. You will need to use it with your user name and password if you wish to resume your request later. Then either use the log off menu option or close this browser window.

[Logoff](#)

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Confirmation of form submission

This screen confirms your document was submitted to ASIC.

1. Select **Next** to continue.

Note: Occasionally, the system may present an additional form submission screen at this point. If this is the case, continue to select **Next** to finalise this transaction.

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Register for online access

Form RC99
✓ Print
▶ Submit
→ **Confirmation**

Agent CITIZEN, JOHN Agent No. 12345
Contact CITIZEN, John
User name john.citizen@example.com.au
Reference No 12345678

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Your request has been submitted to ASIC on 05/06/2014 at 15:58:04.

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