



ASIC
Australian Securities &
Investments Commission

Registered agents: How to sign up for online access

ASIC Connect user guide | Published June 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

Help
 Ask a question
 How this works
 Technical FAQ
 User Guides

Links
 Search ASIC
 Search ABR

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

New application
 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.
☒ Yes ☐ No

On what basis are you applying?
☒ 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

Next

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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

Help
 Ask a question
 How this works
 Technical FAQ
 User Guides

Links
 Search ASIC
 Search ABR

Your access requirements
 Provide the following details
 Registered agent number

Select the access level required
☒ Authorised to enter data only
☐ Authorised to enter data and submit documents

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

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 6 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 8 characters
May contain a maximum of 16 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 6 characters

Answer 5
Must be at least 6 characters

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.

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

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
[User Guides](#)

Links
[Search ASIC](#)
[Search ABR](#)

Agent Contact
CITIZEN, JOHN Agent No. 12345

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
Must contain a minimum of 6 characters
May contain a maximum of 50 characters
May be a valid email address

Enter a password of your choice
Must contain a minimum of 8 characters
Must contain a maximum of 16 characters
Must contain lower case and upper case
May contain punctuation or key characters (no spaces)
Must contain at least one special character

Confirm your password
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
Must be at least 6 characters


Answer
Must be at least 6 characters

[Next](#)

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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.

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[Register for online access](#)

Form RC99
➤ **Your details**
→ Annual Statement
→ Print
→ Submit
→ Confirmation

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)
[User Guides](#)

Links
[Search ASIC](#)
[Search ABR](#)

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

Provide the following details **1**

Contact details
Contact name
Given names
Family name
Email address
Re-enter email address
Telephone
Number
Comments



2 Please Note: To receive ASIC email advice, it is your responsibility to ensure your contact details, including email address are current.

3 [Next](#)

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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.



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Register for online access

Form RC99
→ Print
→ Submit
→ Confirmation

Agent
Contact
User name
Reference No

CITIZEN, JOHN Agent No. 12345
CITIZEN, John
john.citizen@example.com.au
12345678

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Annual Statement Package 1
Once you have online access, company Annual Statement Packages will be issued electronically to your inbox and not by paper. If you have not received an Annual Statement Package within 5 working days after a company's review date, it is your responsibility to contact ASIC to ensure you receive the Annual Statement Package for the company.
I understand that on approval of my registration for online access company Annual Statement Packages will be issued electronically and not by paper.
2 ☒ Yes



3 [Next](#)

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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.



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Register for online access

Form RC99
→ **Print**
→ Submit
→ Confirmation

Agent
Contact
User name
Reference No

CITIZEN, JOHN Agent No. 12345
CITIZEN, John
john.citizen@example.com.au
12345678

Help
[Ask a question](#)
[How this works](#)
[Technical FAQ](#)

Links
[Search ASIC](#)
[Search ABR](#)

Print and sign agreement and submit online application
Print
You must print and sign the Participation Agreement that is in Adobe PDF format. It will open a new browser window and can be printed using the Adobe toolbar. You can also save the file for your own records if you wish. You must have [Adobe Reader Version 4](#) or higher to print this form.
1 [PRINT](#)
Have you successfully printed, signed and faxed a copy of your document to ASIC?
2 ☒ Yes ☐ No
You must sign, print and fax a copy of the document to ASIC before proceeding to the submission.
3 [NEXT](#)

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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.

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.