How to send a message about a notice

**ASIC Regulatory Portal user guide | Version 1.3, March 2026**

The steps below describe how to send a message about a notice.

For example, asking a question in writing before you provide the formal response. If you want to provide the formal response for the notice, see *How to respond to a Notice* user guide.

Log in and select an entity

1. Log in to the ASIC Regulatory Portal.

2. This **will** open the Select entity page, which will list all your current connections. To view notices and send a notice message for an entity, you can either:

    A   Select an **entity** from your list of current connections to access the entity's dashboard. Then click **Notices** in the top navigation bar; or

    B   Click the triangle shaped **Notices icon** for the entity whose notices you wish to view.
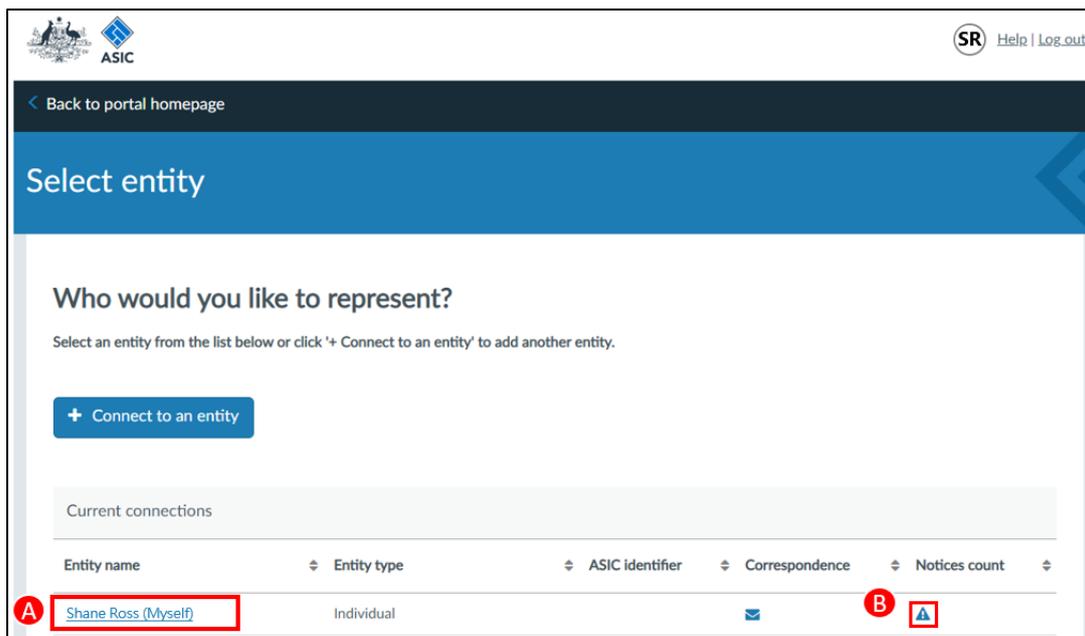
View notices

3. Click the **notice** you wish to send a message about. This will open the **Notice** tab on the individual notice page

4. Click **Send ASIC a message about this notice**.

5. This will open the **Messages for this notice** tab on the individual notice page.

    A   Enter the message.

    B   Attach supporting documentation (if applicable).

    C   Click **Send**.