



# Company officeholder: 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**

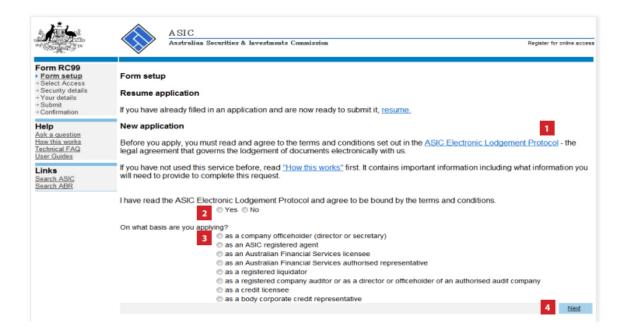
- 1. Visit our website at asic.gov.au
- 2. Select the 'ASIC portals' button in the top-right to view further options.
- 3. Under Company officeholder, choose Learn more about ASIC's online services (from the drop-down menu) and read about how to sign up for portal access.

#### Tips:

- Additional support can be found on the following pages:
  - o Company officeholders support page (contains user guides and FAQs).
  - o <u>Top call centre questions</u>.

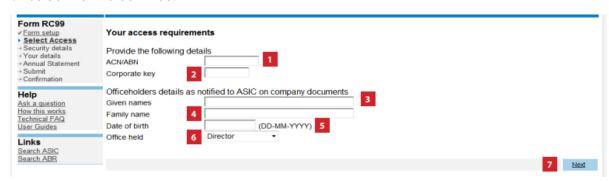
## Form setup

- 1. On the Form setup page, read the ASIC **Electronic Lodgement protocol**. It outlines the rules and obligations with which you must comply.
- Select Yes to confirm you agree to be bound by the terms and conditions of the ASIC Electronic Lodgement Protocol.
- 3. Select as a company officeholder (director or secretary), as the basis on which you are applying.
- 4. Select **Next** to continue.



### **Enter your access requirements**

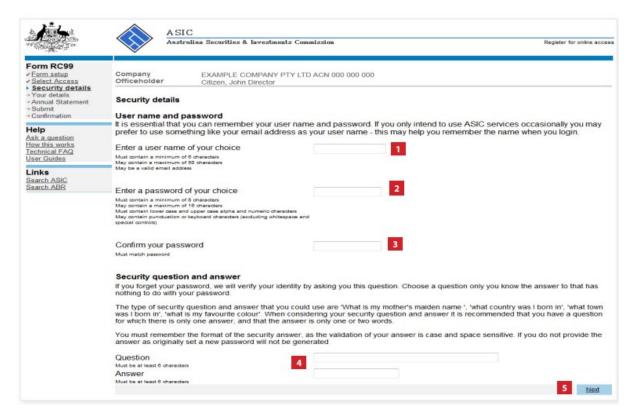
- 1. Enter your ACN/ABN.
- 2. Enter your Corporate Key.
- 3. Enter your Given name/s.
- 4. Enter your Family name.
- 5. Enter your **Date of birth**.
- 6. Select the Office held from the drop down list.
- 7. Select **Next** to continue.



## Set up a username and password

You will need to create a user name and password.

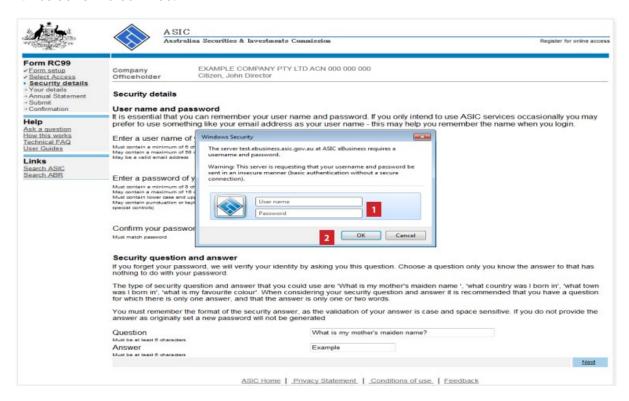
- 1. Enter a **user name** of your choice that meets the criteria listed.
- 2. Enter a **password** of your choice that meets the criteria listed. Your password may not contain special characters outside of the criteria listed.
- 3. Confirm your password.
- 4. Enter a **security question and answer** to help us confirm your identity if you forget your user name or password.
- 5. Select **Next** to continue.



#### Verify your new user name and password

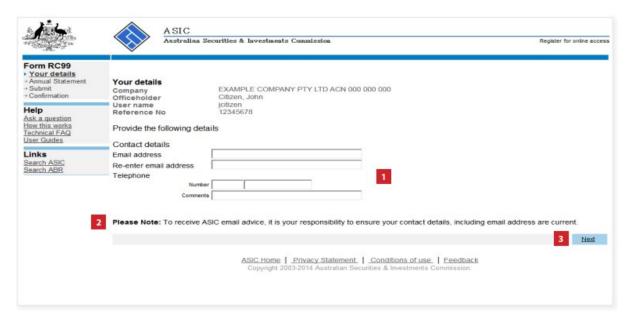
You will be prompted to enter your new username and password.

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



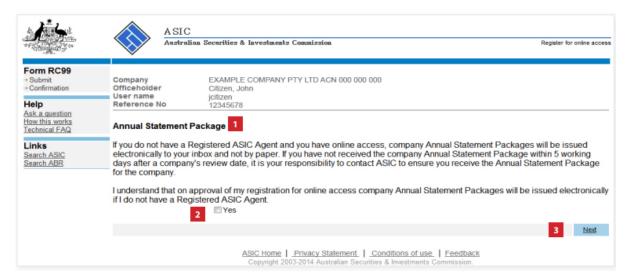
# **Enter your personal details**

- 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.



#### **Annual Statement Package declaration**

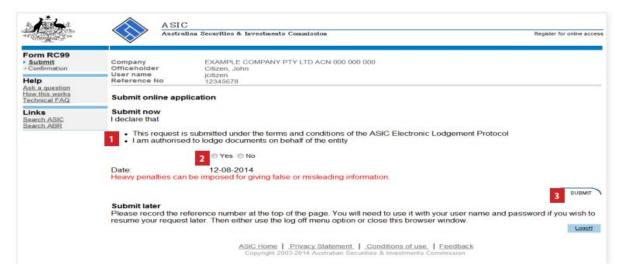
- 1. The information regarding **issuing of annual statement packages** is important. Please read this information carefully.
- 2. Select Yes to acknowledge your understanding.
- Select Next to continue.



# **Submit application**

To complete your application for online access you must:

- 1. Read the declaration.
- 2. Select Yes to confirm you agree to the declaration.
- 3. Select **Submit** to lodge your application.



### **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.

