



ASIC
Australian Securities &
Investments Commission

Company officeholder: How to sign up for online access

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 **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:
 - [Company officeholders](#) support page (contains user guides and FAQs).
 - [Top call centre questions](#).

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.
2. 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.



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Register for online access

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

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.

Form RC99
 Form setup
 Select Access
 Security details
 Your details
 Annual Statement
 Submit
 Confirmation

Help
 Ask a question
 How this works
 Technical FAQ
 User Guides

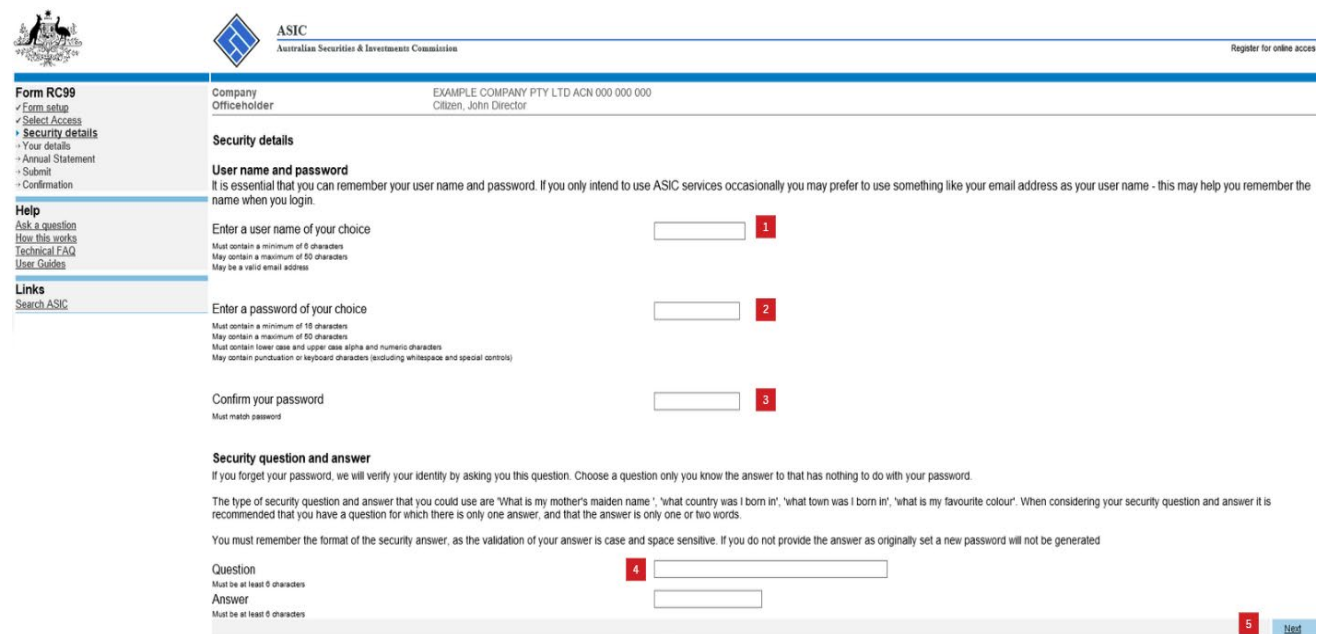
Links
 Search ASIC
 Search ABR

Your access requirements
 Provide the following details
 ACN/ABN
 Corporate key
 Officeholders details as notified to ASIC on company documents
 Given names
 Family name
 Date of birth
 Office held
 Next

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.



The screenshot shows the ASIC Form RC99 'Set up a username and password' page. The page is divided into a left sidebar and a main content area. The sidebar contains links for 'Form RC99', 'Security details', 'Help', and 'Links'. The main content area is titled 'Security details' and contains the following sections:

- User name and password**: A section with a heading and a paragraph explaining the importance of a user name and password. It includes a text input field for the user name, a red '1' in a box, and a red '2' in a box.
- Enter a password of your choice**: A section with a heading and a paragraph explaining the password requirements. It includes a text input field for the password, a red '2' in a box, and a red '3' in a box.
- Confirm your password**: A section with a heading and a paragraph explaining the password requirements. It includes a text input field for the password, a red '3' in a box, and a red '4' in a box.
- Security question and answer**: A section with a heading and a paragraph explaining the security question and answer requirements. It includes a text input field for the question, a red '4' in a box, and a text input field for the answer.

The page also features a top navigation bar with the ASIC logo and the text 'Australian Securities & Investments Commission'. A 'Register for online access' link is located in the top right corner. The bottom of the page has a red '5' in a box and a 'Next' button.

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.

The screenshot shows the ASIC Form RC99 'Security details' section. The form includes fields for 'Enter a user name of your choice', 'Enter a password of your choice', 'Confirm your password', and 'Security question and answer'. A Windows Security dialog box is overlaid on the form, titled 'iexplore.exe', asking for a user name and password. The dialog box has a red '1' next to the 'User name' field and a red '2' next to the 'OK' button. The form also has a 'Next' button at the bottom right.

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 form includes fields for 'Company', 'Officeholder', 'User name', 'Reference No', 'Contact details', 'Email address', 'Re-enter email address', 'Telephone', and 'Comments'. A red '1' is next to the 'Re-enter email address' field. A red '2' is next to the 'Please Note' text at the bottom. The form also has a 'Next' button at the bottom right.

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. The header includes the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. A navigation menu on the left contains 'Form RC99', 'Submit', 'Confirmation', 'Help', 'Links', 'Search ASIC', and 'Search ABR'. The main content area is titled 'Annual Statement Package 1' and contains the following text: 'If you do not have a Registered ASIC Agent and you have online access, company Annual Statement Packages will be issued electronically to your inbox and not by paper. If you have not received the company 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.' Below this is a declaration: 'I understand that on approval of my registration for online access company Annual Statement Packages will be issued electronically if I do not have a Registered ASIC Agent.' A red box with the number '2' is next to the 'Yes' radio button. At the bottom right, there is a red box with the number '3' and a 'Next' button. The footer contains links to 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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.


The screenshot shows the ASIC Form RC99 interface for submitting an online application. The header and navigation menu are the same as in the previous screenshot. The main content area is titled 'Submit online application' and contains the following text: 'Submit now I declare that'. A red box with the number '1' is next to the declaration text. Below this is a red box with the number '2' and the text 'Yes No'. The date '12-08-2014' is displayed. A red box with the number '3' is next to the 'SUBMIT' button. The footer contains links to 'ASIC Home', 'Privacy Statement', 'Conditions of use', and 'Feedback', along with the copyright notice 'Copyright 2003-2014 Australian Securities & Investments Commission'.

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.

		ASIC Australian Securities & Investments Commission	Register for online access
Form RC99			
→ Submit			
▶ Confirmation			
Help			
Ask a question			
How this works			
Technical FAQ			
Links			
Search ASIC			
Search ABR			
Company		EXAMPLE COMPANY PTY LTD ACN 000 000 000	
Officeholder		Citizen, John	
User name		jcitizen	
Reference No		12345678	
Your request has been submitted to ASIC on 12/08/2014 at 09:34:06.			
You can now activate your online access by clicking the "Next" button.			
		1	Next