



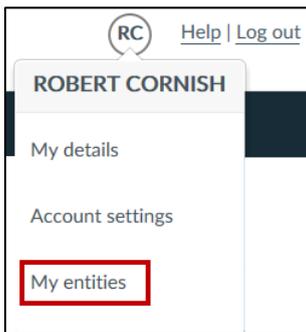
How to disconnect from an entity

ASIC Regulatory Portal user guide | Version 1.2, March 2024

1. Log in to the [ASIC Regulatory Portal](#).
2. Once you have logged in, click on your **initials** in the top right of the banner. This will reveal a drop-down menu.



3. Click **My entities**. This will direct you to a list of entities to which you are connected.



4. Click the **cog** to the left of the entity you wish to disconnect from. This will reveal a list of user actions.

My entities			
Cog	Name	Identifier	My Access level
	ABC test pty ltd	050336939	Approver
ROBERT CORNISH			



If you select the **cog** and you are the only individual connected to the entity with Senior Administrator access and there are other individuals with lower access levels connected to the same entity, you will be unable to disconnect. You will receive the below warning message:

User actions

 Disconnect disabled - As the last Senior administrator, you cannot disconnect unless another Senior administrator connects to the entity or you disconnect all other users.

 Disconnect

5. Select **Disconnect**.

My entities

Name	Identifier	My Access level
ABC test pty ltd	050336939	Approver
<div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>User actions</p> <p> Disconnect</p> </div>		



If you select **Disconnect** and you are the sole individual connected to your entity, you will receive the below message. You will still be able to disconnect from the entity.

Warning. By disconnecting yourself from this entity, you will remove the last Senior administrator of the entity ASIC TEST COMPANY PTY LTD. We recommend another Senior administrator connects to this entity before you disconnect. For information on how to connect to or disconnect from an entity see our [user guides](#).

6. A new page will load, asking you to confirm you want to disconnect from the entity. To disconnect, select **Confirm**.

Disconnect from an entity

Are you sure you want to disconnect from this entity?

7. A success message will display confirming your disconnection from the entity:

Success. You have disconnected from ABC test pty ltd.