

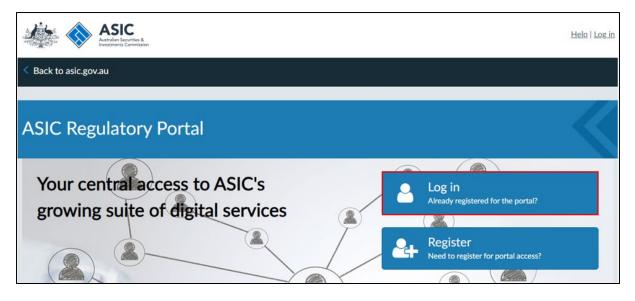
## How to log in

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### ASIC Regulatory Portal user guide | Version 1.4, May 2025

# You will need to first register a username and password before you can log in to the portal – see our <u>How to register</u> user guide.

- 1. Go to the ASIC Regulatory Portal.
- 2. On the portal homepage, click **Log in**.



3. Enter your **Email (Username)** and **Password** in the text boxes on the right-hand side of the screen.

ASIC	'n	Help
< Back to portal homepage		
If you haven't signed u portal. You need to register e AFS licensees, Liquida	he ASIC Regulatory Portal p for an account yet, please register for access to the en if you use our other online services, such as the tors and ASIC Connect portals. didn't receive your confirmation email?	Log In Email (Username) someone@example.com Password  Forgotten your password?

4. Click Log in.

Assice Australian Securities & Investments Commission	Help
< Back to portal homepage	
	Log In
Welcome to the ASIC Regulatory Portal If you haven't signed up for an account yet, please register for access to the portal.	Email (Username)
You need to register even if you use our other online services, such as the AFS licensees, Liquidators and ASIC Connect portals.	Password
Already registered, but didn't receive your confirmation email? Register	Forgotten your password?
	Log in

- 5. You will be prompted to use multi-factor authentication. You can either use email authentication or an authentication app.
- 6. To use **email authentication**, click the **Send me the code** button to request a one-time code to be sent to your registered email address.

ASIC Autralian Securities & Investments Commission	He
< Back to portal homepage Welcome to the ASIC Regulatory	Log In
Portal If you haven't signed up for an account yet, please register for access to the portal. You need to register even if you use our other online services, such as the AFS licensees, Liquidators and ASIC Connect portals. <u>Already registered, but didn't receive your confirmation email?</u> <u>Register</u>	Email authentication Send a one-time code to your registered email. To select a different authentication method, click the drop down above. Send me the code
	Need help? Visit FAQ: Regulatory portal

Alternatively, if you have set up an **authentication app** in your portal account, click on the **toggle arrow next to the icon** to switch the authentication method.

Log In		
	Select an authentication factor	
To s	Authentication app	the
	Email authentication	
	Send me the code	
	Need help? Visit FAQ: Regulatory portal	

7. If you are using **email authentication**, enter the **one-time code** in the text box on the righthand side of the screen and click **Authenticate** to complete your log in.

_og in	
Email Authentication	
We sent a one-time code to Ia@asic.gov.au. Check your email and enter the code below.	
Enter one-time code	
Authenticate	
Need help? Visit FAQ: Regulatory portal for more information	
Need help? Visit FAQ: Regulatory portal for more	

Alternatively, if you are using an **authentication app**, enter the **one-time code** displayed in your app in the text box and click **Authenticate**.

Log In
Authentication app
Enter the one-time code displayed in your authentication app. To select a different authentication method, click the drop down above.
Enter one-time code
Authenticate
Need help? Visit FAQ: Regulatory portal

8. Select an **entity** from your list of current connections to view information and perform tasks for the entity, or click **Connect to an entity** to add another entity connection.

ASIC	TU Help   Log out
< Back to portal homepage	
Select entity	
Who would you like to represent? Select an entity from the list below or click '+ Connect to an entity' to add another entity.	
Current connections	
Entity name	count \$
Test User (Myself) Individual	

 If you are logging into the portal for the first time, you must enter a Key billing address and provide the Billing contacts, Official notices contact and Industry funding compliance contact. Once you have entered these details, click Submit.

ASIC		Switch entit	v / <u>Connect to an</u>	other ent	ite			2	•	(TU) Hela	2   1.08.
ashboard Tra	nsactions 👻	Messages	Administrati	on <del>-</del>	Notices	Transaction	n groups 👻				
ter billin	g addre	ess and	contact	ts							
As this is the fir		or this entity or	ts for yourself as an	individua	i portal user	, we need furthe	er information f	or the purpo	ses of b	illing, issuing	
	and industry fur r name and ema		e default contact.	You can c	hange these	details later thr	ough > Admini	stration > Er	tity con	tacts.	
Privacy Co	llection No	otice									٦
	ting personal de		er APP 5 of the Pri person, you are re							heir personal	3
Key billing ac											
Country											
Australia				~							
Address											
Enter an Australia	in address										
Billing contai	cts										
Name											
Test User				~	0						
We will send billing co	respondence to th	is portal user. If the	ere are other users o	onnected to	o this entity, a	Sonior administrati	or or Administrate	or can select a	sifferent b	silling contact fr	om
he connected users.	address										
Alternative porta	l user to receive	your industry f	unding levy invoid	es							
Official notic	es contact										
Name											
Test User				~	0						
Industry fund	ling compli	iance conta	act								
Name											
Select one				~							

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#### For security reasons, we recommend that you log out of the portal when you have

**completed your session**. To log out of the portal, click **Log out**, which is displayed in the top right corner of the screen.

ASIC	Test User Switch entity /	Test User Switch entity / Connect to another entity				A	TU Help Log out
Dashboard Transaction	is ▼ Messages	Administration $\bullet$	Notices	Transaction groups 🔻			