

How to view messages

ASIC Regulatory Portal user guide | Version 1.2, March 2024

- 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 messages for an entity you can either:
 - A Select an **entity** from your list of current connections to access the entity's dashboard. Then click **Messages** in the top navigation bar; or
 - **B** Click the **message envelope icon** for the entity whose messages you wish to view.

Note: A number on the envelope icon indicates the number of any unread messages.

	ASIC							SR Hel	l <u>p Log out</u>
< Ba	ack to portal homepage								
Se	lect entity								
s	Who would you like elect an entity from the list below or + Connect to an entity	to click	represent?	nother e	ntity.				
	Current connections								
•	Entity name Shane Ross (Myself)	\$	Entity type Individual	\$	ASIC identifier	B	Correspondence	\$ Notices count	\$

3. This will open the Messages page. You can view **All**, **Unread**, or **Archived** messages using the tabs on the left-hand side of the screen. The default setting is to show All messages.

ASIC	Shane Ross Switch entity / Connect to another entity	У	A	SR	Help Log out
Dashboard Transactions 🔻	Messages Administration - Notices				
Messages					
Printing messages To print messages, you need to us Guidance	e the print function in your browser.				
 Select the message thread from You can configure this page to Open the messages in the thread 	the left column. This will load all the messages in the thread in the right column. display a maximum of 100 messages in any single thread. uf that you wish to print				
4. Locate the print function in you	ir browser (this will differ depending on what browser type and version your a using), a	and sele	ct Print.		
All Unread Archived					
From: ASIC 1 13 Subject: Cancel an SMSF auditor registration Transaction ref # 1XXX	Subject: Cancel an SMSF auditor registration Reference number: 1XXX				

4. On the left-hand panel, select the **message thread** that you want to view. This will open the related messages in the right-hand panel.

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A message thread contains all messages about a single transaction or notice.

ASIC	Shane Ross Switch entity / Connect to another entity	М	A	SR Help Log out
Dashboard Transactions -	Messages Administration - Notices			
All Unread Archived From: ASIC 5 Subject: Cancel an SMSF auditor registration Transaction ref # 1XXX	Subject: Cancel an SMSF auditor registration Reference number: 1XXX New message From: ASIC Transaction ref # 1XXX From: ASIC Transaction ref # 1XXX		12 Jul 24 Jun	2019 13:21 (AEST) 2019 15:36 (AEST)

5. On the right-hand panel, click the **message header**. This will open the message.

	Shane Ross Switch entity / Co	onnect to another entity	A	R Help Log out
Dashboard Transactions -	Messages A	dministration - Notices		
All Unread Archived				
From: ASIC	12 Jul 2019 3:21 (AEST)	Subject: Cancel an SMSF auditor registration Reference number: 1XXX New message		-
_		From: ASIC Transaction ref # 1XXX	12 Jul 2	019 13:21 (AEST)
		I want to start a new message thread with ASIC about this transaction		
		From: ASIC Transaction ref # 1XXX	24 Jun 2	019 15:36 (AEST)

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You can also access messages for individual transactions from the View all transactions screen.

To view messages for individual transactions:

• Click on **Transactions** in the top navigation bar. This will reveal a drop-down menu. Select **View all transactions**. This will take you to a list of all transactions for the entity you have selected to represent.

ASIC	TEST COMPANY PTY LTD Switch entity / Connect to another entity	М	A	DT Help Log out
Dashboard	Transactions Messages Administration Notices Transaction Groups			
TEST C	View all transactions			
TEST C	Start a new transaction			

• Select a transaction from the list of transactions.

ashboard Transactions -	Messages Admin	istration 👻 Notices	Transaction Groups 🝷	
ew all transact	ions			
Back to dashboard				
Transactions and Tran Transactions that are in a Transa To view transactions in the Tran this reportable situation event' + New transaction	nsaction groups action group are not listed be asaction group go to <u>Transact</u> tab.	low. tion groups' in the navigation	xar, open the transaction group and click on the 'Tr	ansactions for
Transactions Title	Reference number	Last accessed		icted 👔 💠
Submit Internal Dispute Resolution data report	20	25 Sep 2021 13:51 (AE	ST) Datad Testd Completed	

• This will take you to a detailed view for that form or transaction. Click the **Messages** tab. This will show all messages sent and received for the transaction. Click on the message header to read the message and access any attachments.

ack to all transactions	
Summary Guide 😡 Messages	
ubject: Submit Internal Dispute Resolution data report	
diject. Subint internal Dispute Resolution data report	
terence number: 20	
From: ASIC	25 Sep 2021 14:24 (AE

Note: Messaging is not enabled on all transactions. If messaged is disabled for a transaction, the Messages tab will not be shown.

For more information about messages, see our portal help page.