



# How to view messages

ASIC Regulatory Portal user guide | Version 1.3, March 2026

## Log in and select an entity

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:
3. Select an **entity** from your list of current connections to access the entity's dashboard. Then click **Messages** in the top navigation bar; or

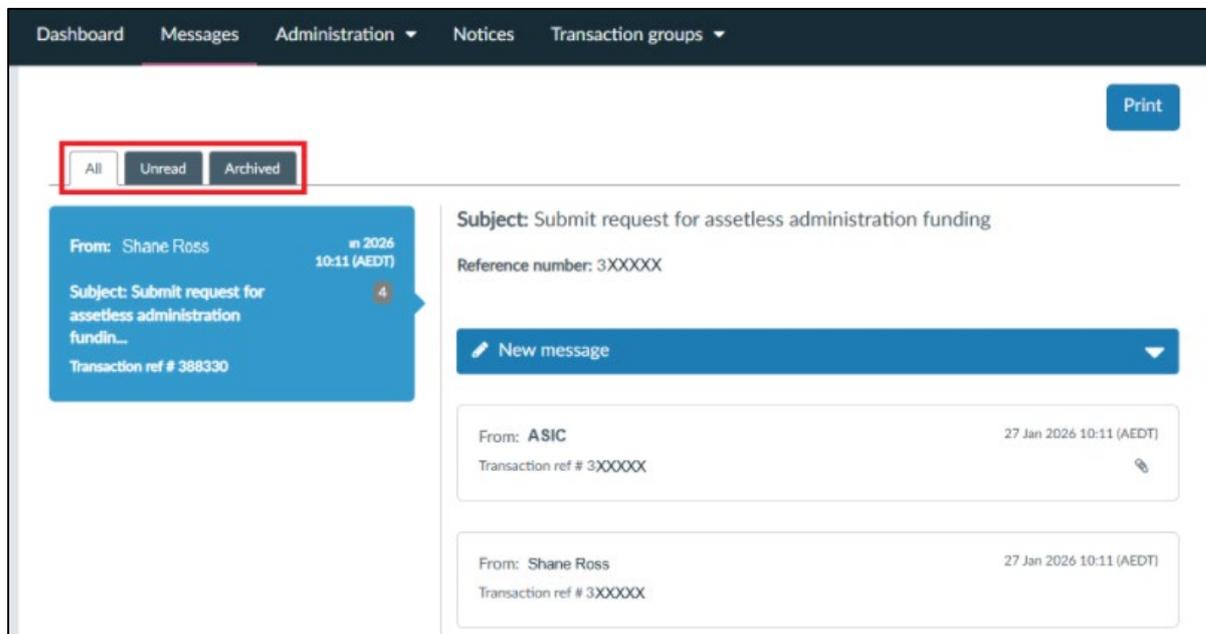
**A** Click the **message envelope icon** for the entity whose messages you wish to view.

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

The screenshot displays the 'Select entity' page in the ASIC Regulatory Portal. At the top, there is a navigation bar with the ASIC logo and a user profile 'SR' with 'Hello | Log out' options. Below the navigation bar is a dark blue header with a 'Back to portal homepage' link and the title 'Select entity'. The main content area is titled 'Who would you like to represent?' and includes a sub-header 'Select an entity from the list below or click '+ Connect to an entity' to add another entity.' A blue button labeled '+ Connect to an entity' is visible. Below this is a section for 'Current connections' which contains a table with the following columns: Entity name, Entity type, ASIC identifier, Correspondence, and Notices count. The first row of the table is highlighted and contains the following data: Entity name: 'Shane Ross (Myself)' (marked with a red box and letter 'A'), Entity type: 'Individual', ASIC identifier: (empty), Correspondence: '1' (marked with a red box and letter 'B'), and Notices count: (empty). A message envelope icon is shown next to the '1' in the Correspondence column.

## Message options

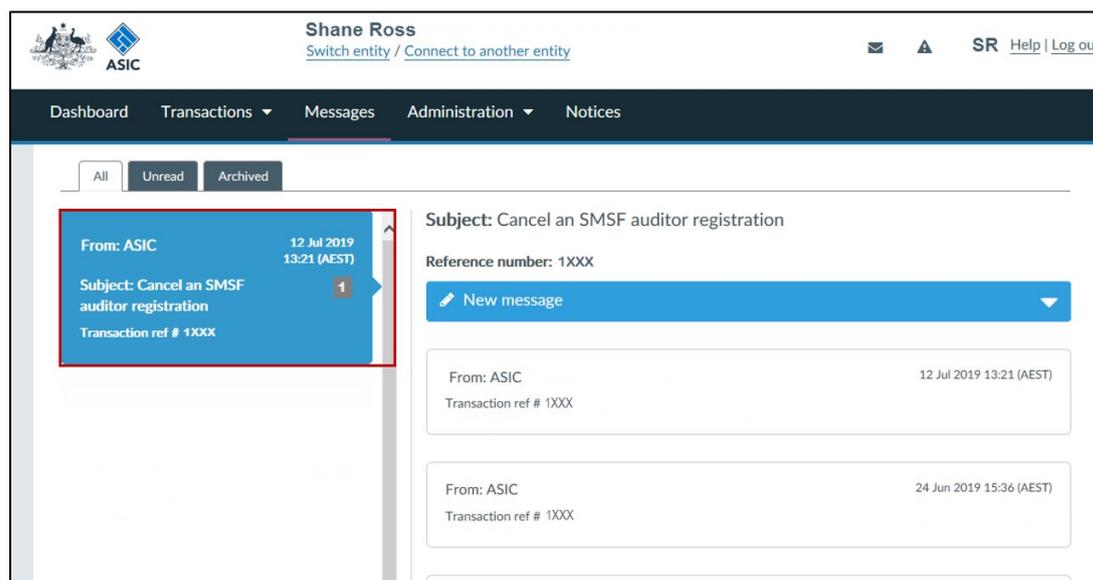
- This will open the Messages page. You can view **All**, **Unread**, or **Archived** messages using the tabs on the left-hand side of the screen. The default setting is to show All messages.



- 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.



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



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



**You can also access messages for individual transactions from the Original transaction history screen.**

To view messages for individual transactions:

Click on the **Original transaction history** button in the top right hand corner of the Original transactions column on the Dashboard. This will take you to a list of transactions for the entity you have selected to represent.

Select a **transaction** from the list of transactions.

Dashboard Messages Administration Notices Transaction groups

## Original transaction history

[Portal home](#)

### Original transaction history

[Go to modern transaction history](#)

**Transactions in a Transaction group**  
 Transactions that relate to transactions in a Transaction group are not listed below - go to 'Transaction groups', open the transaction group, go to the 'Transactions of this reportable situation event' tab.

Transactions					
Title	Reference number	Last accessed	Accessed by	Status	Restricted
<a href="#">Submit request for assetless administration funding</a>	3XXXXX	22 Oct 2024 16:10 (AEDT)	Shane Ross	In Progress	

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.

## Submit request for assetless administration funding

[Back to original transaction history](#)

**New feature - Remove original PDF button**  
 You are now able to remove the PDF copy of submitted transactions from the ASIC Regulatory Portal. If removed a PDF copy of the transaction will no longer be available in the portal.  
 Before you remove the PDF, we suggest that you download and save a copy for your records by clicking the 'View original PDF' button.

Summary Guide **Messages**

**Subject:** Submit request for assetless administration funding  
**Reference number:** 3XXXXX

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

For more information about messages, see our [portal help page](#).