How to view notices

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. Click the **Notices icon** for the entity whose notices you wish to view.

Note: A number on the triangle icon indicates the number of any unread notices.

3. This will open the Notices page. You can view **All** or **Unread** notices using the tabs on the left-hand side of the screen. Click the title of the **notice** you wish to view. This will open the individual notice page.

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The **All** tab includes a table of all notices you have, or the entity you are representing has, received. The **Unread** tab includes a table of only those Notices that are currently unread.

4. Click **Open notice**. This will open the notice as a PDF.

If the notice includes supporting documents, links to the documents will be displayed on the right-hand side of the screen below the **Open notice** button. Click the link to open the supporting document.

5. You can also access notices from an entity's dashboard. To do this, log in to the portal and click on the entity you wish to represent on the Select entity page and then click on **Notices** in the top navigation bar.
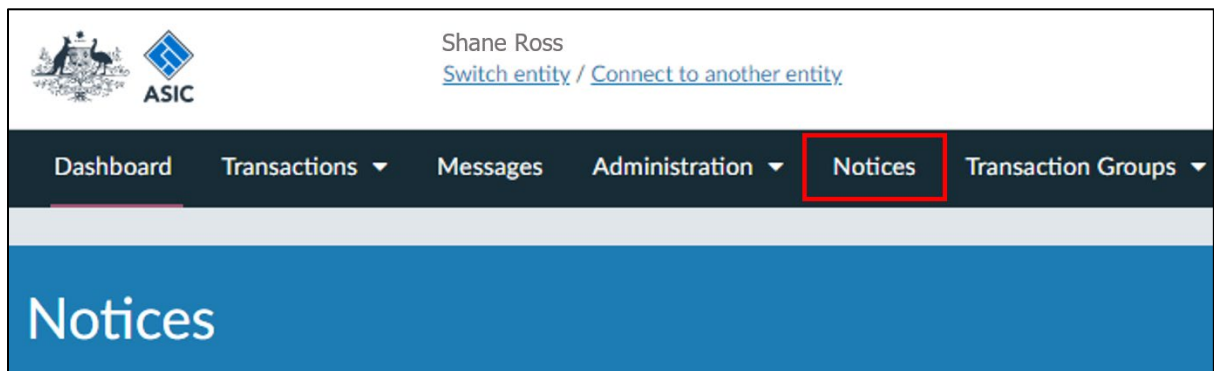
For more information about notices, see our portal help page.