# How to send a message about a transaction

ASIC Regulatory Portal user guide | Version 1.2, March 2024

> (i)
>
> You can send a message about a transaction from the transaction or message page. The steps below describe how to send a message from the transaction page.

1. Log in to the **ASIC Regulatory Portal** – https://regulatoryportal.asic.gov.au/.

2. This will open the Select entity page, which will list all your current connections. Select an **entity** from your list of current connections.
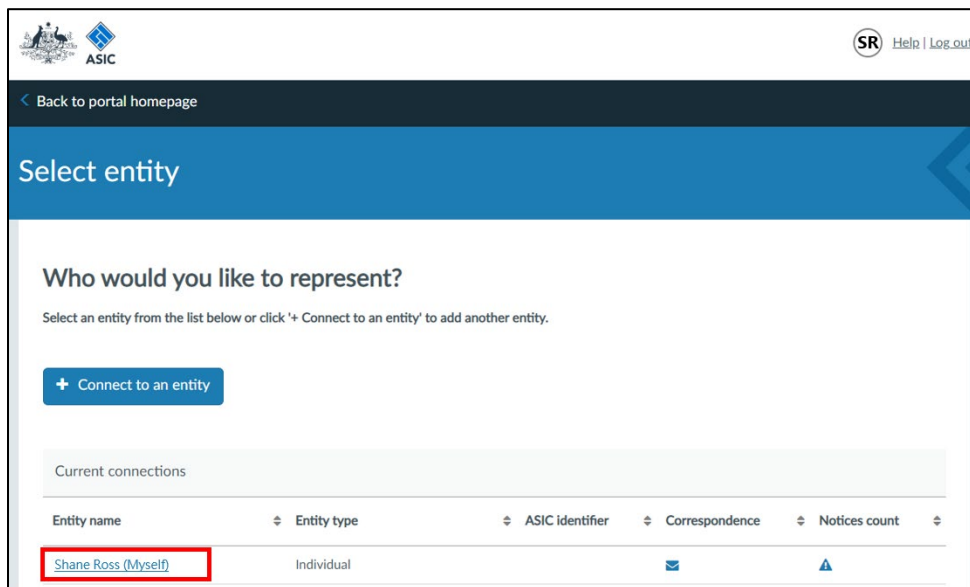
3. This will open the entity's dashboard. Click **Transactions** in the top navigation bar.

4. This will reveal a drop-down menu. Click on **View all transactions**.

5. This will take you to a list of all forms or transactions for the entity shown at the top of the screen. Click on a transaction that has a status of **In Progress**.

6. This will take you to the page for that individual transaction. Select the **Messages tab**.

> ℹ️ Not all transactions support messaging. You can only send a message about a transaction that is in the **In Progress** status.

7. This will take you to the messages page for the individual form or transaction.

   A. Enter the message.

   B. Attach supporting documentation (if applicable).

   C. Click **Send**.
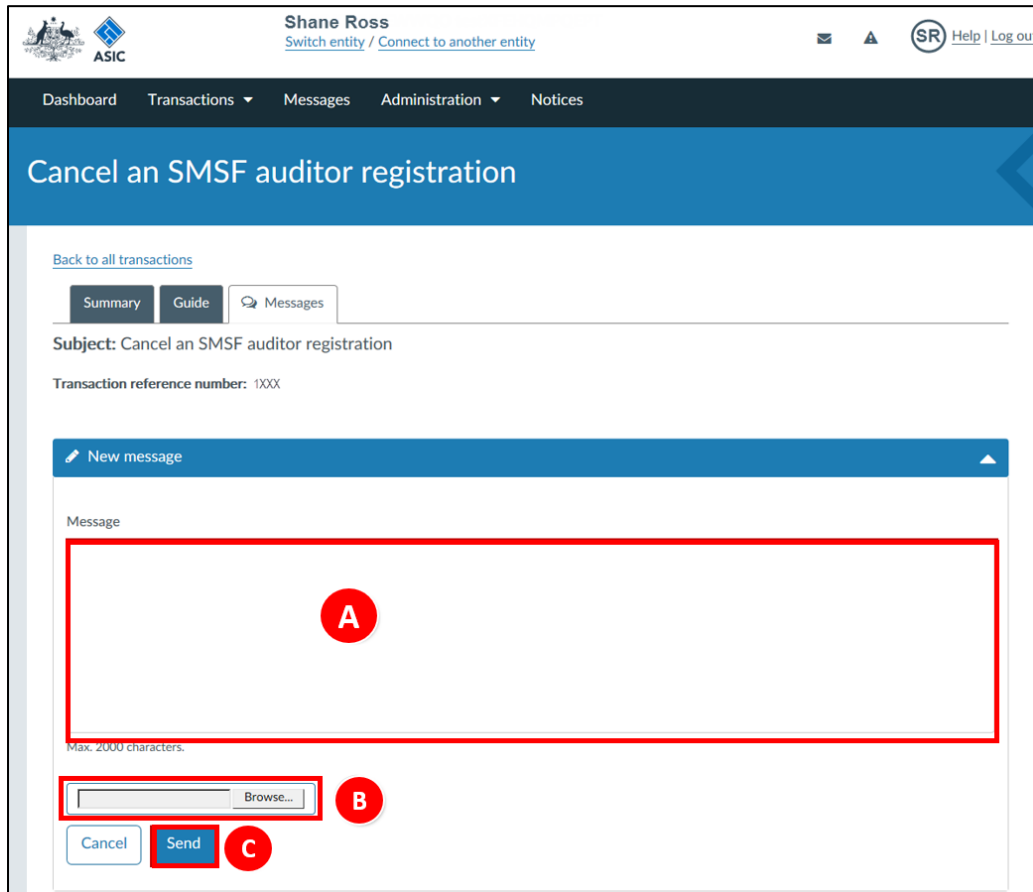
You can also reply to messages from the Messages page. To access the Messages page, click **Messages** in the top navigation bar.
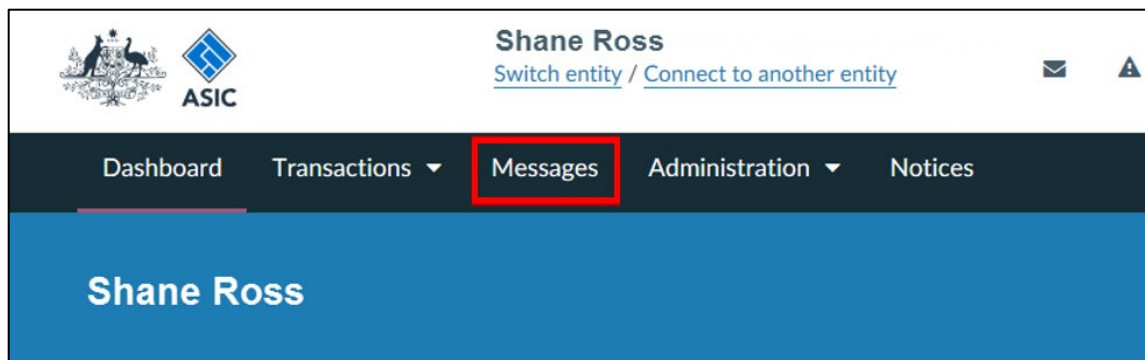
For more information about messages, see our FAQ page.