

How to send a message about a transaction

ASIC Regulatory Portal user guide | Version 1.2, March 2024

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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.

			SR Help Log out
< Back to portal homepage			
Select entity			
Who would you like Select an entity from the list below of Connect to an entity	e to represent?	another entity.	
Current connections			
Entity name			pondence
Shane Ross (Myself)	Individual		Δ

3. This will open the entity's dashboard. Click **Transactions** in the top navigation bar.

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email when invoices are ava For more information, see of + Start a new tra	y funding, your indust ilable. ur <u>FAQs</u> . nsaction		ady for payment from 30 January	2020. We will notify r	egistered po	ortal users via
Recent transactions ?	Reference number	Last accessed	Accessed by	Stati	us R	estricted
Cancel an SMSF auditor registration	1XXX	07 Aug 2019 16:06 (AEST)	Shane Ross	Draf	ít	
Request extension of time to submit SMSF auditor annual statement	1XXX	26 Jul 2019 11:14 (AEST)	Shane Ross	Draf	ít	

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

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Ohana Da	View all transactions							
Shane Ro	Start a new transactio	on						

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**.

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	≎ SMSF		 Last accessed 07 Aug 2019 16:06 (AEST) 	Accessed by	Status Restricted ? Draft	\$
Title	\$ SMSF ration ktension of it SMSF	number	07 Aug 2019 16:06	Accessed by	Status Restricted	4

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

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

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Cancel an S	MSF auditor	registratio	n			
	uide 🛛 🖓 Messages					
Transaction ac	Last accessed: 24 Jun 2019 14:01 (AEST)	Accessed by: ASIC	Status: In Progress			•
View original PDI						

- 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.

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Cancel an SN	∕ISF auditor regist	ration			
Back to all transactions Summary Gui					
Subject: Cancel an Transaction reference	SMSF auditor registration				
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Message					
Max. 2000 characters.	A				
Cancel Seno	Browse B				
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	y to messages from the top navigation (page. To acces		essages page,
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For more information about messages, see our FAQ page.

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