



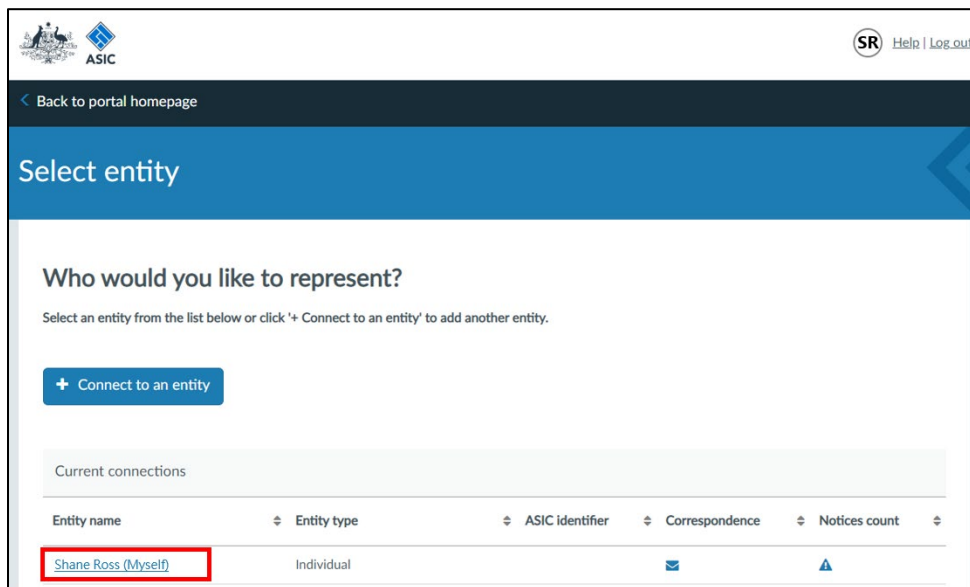
How to send a message about a transaction

ASIC Regulatory Portal user guide | Version 1.2, March 2024



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.

Shane Ross
Switch entity / Connect to another entity

Dashboard **Transactions** Messages Administration Notices

Shane Ross

Your industry funding invoice will arrive soon
If you are subject to industry funding, your industry funding invoice will be ready for payment from 30 January 2020. We will notify registered portal users via email when invoices are available.
For more information, see our [FAQs](#).

+ Start a new transaction

Recent transactions ?

Title	Reference number	Last accessed	Accessed by	Status	Restricted ?
Cancel an SMSF auditor registration	1XXX	07 Aug 2019 16:06 (AEST)	Shane Ross	Draft	
Request extension of time to submit SMSF auditor annual statement	1XXX	26 Jul 2019 11:14 (AEST)	Shane Ross	Draft	

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

Shane Ross
Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices

View all transactions

Start a new transaction

- 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**.

Shane Ross
Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices

View all transactions

[Back to dashboard](#)

+ New transaction

Title	Reference number	Last accessed	Accessed by	Status	Restricted
Cancel an SMSF auditor registration	1XXX	07 Aug 2019 16:06 (AEST)	Shane Ross	Draft	
Request extension of time to submit SMSF auditor annual statement	1XXX	26 Jul 2019 11:14 (AEST)	Shane Ross	Draft	
Cancel an SMSF auditor registration	1XXX	28 Jun 2019 15:26 (AEST)	ASIC	In Progress	

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



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

Shane Ross
Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices

Cancel an SMSF auditor registration

[Back to all transactions](#)

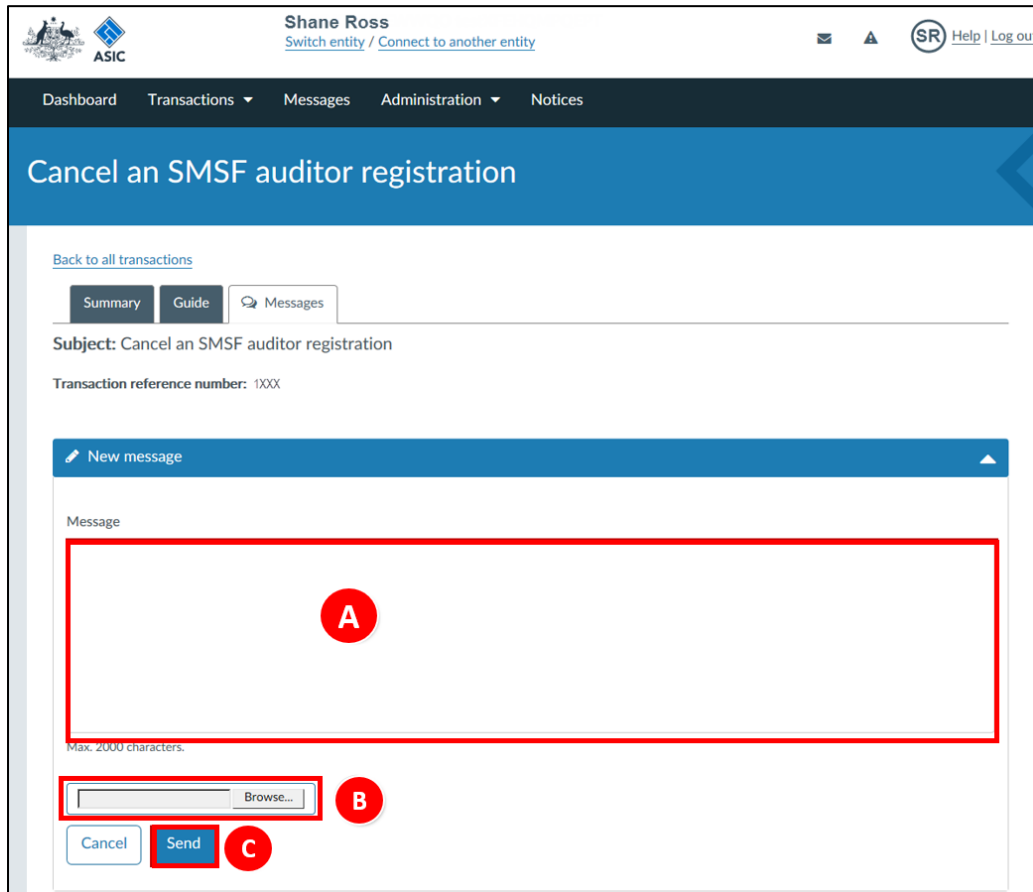
Summary Guide **Messages**

Transaction access restrictions

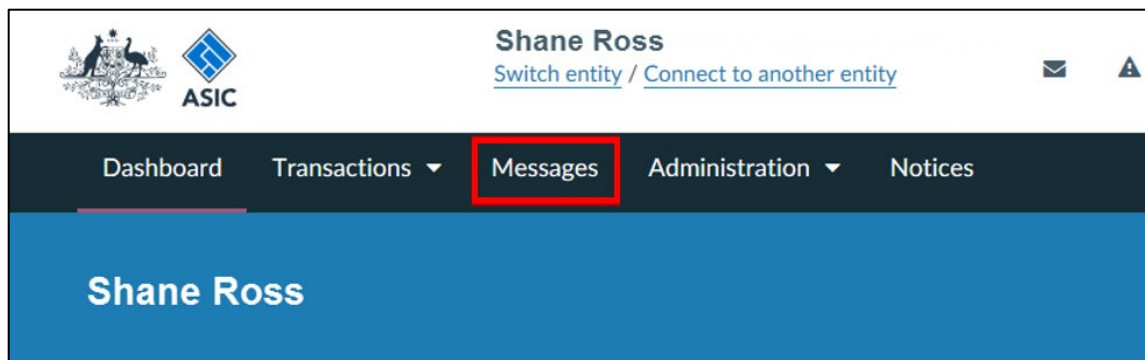
Reference number: 1XXX
Last accessed: 24 Jun 2019 14:01 (AEST)
Accessed by: ASIC
Status: In Progress

[View original PDF](#)

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](#).