



How to send a message about a transaction

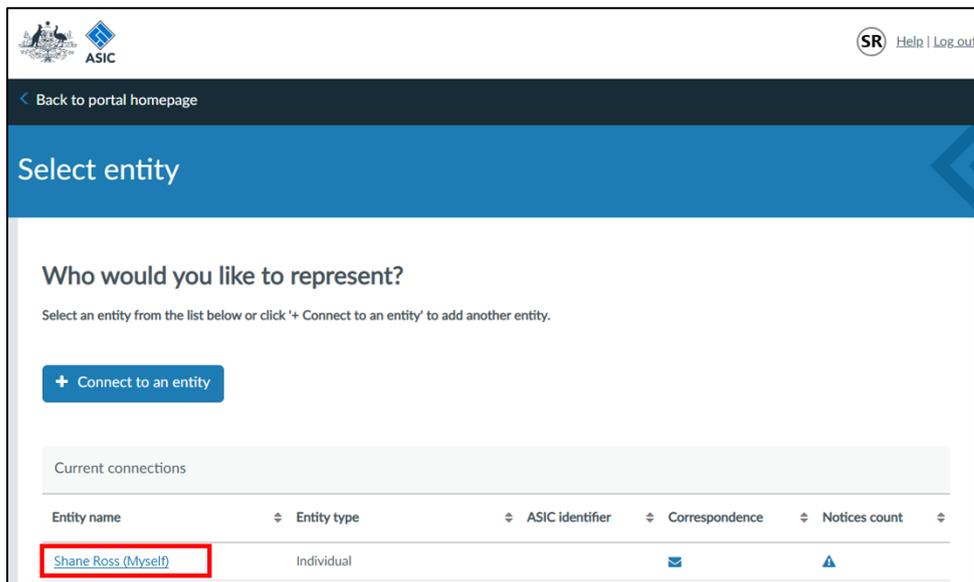
ASIC Regulatory Portal user guide | Version 1.3, March 2026



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.

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. Select an **entity** from your list of current connections.



3. This will open the entity's dashboard. 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.

Dashboard Messages Administration Notices Transaction groups

Shane Ross

! Regulatory portal dashboard updates coming soon!

From **14 March 2026**, you will be able to find transactions in the portal under the following new options:

- Modernised transactions - Access all transactions that have been modernised for a faster and more user-friendly experience.
- Original transactions - Continue to access existing transactions that have not yet been modernised.

These changes will make it easier to find, manage and complete your transactions in the Regulatory Portal.

Modernised transactions [Modern transaction history](#)

The below transactions have been modernised.
Select a transaction to start.

Original transactions [Original transaction history](#)

The below transactions will be modernised.
Select a transaction to start.

View transaction

4. Click on a transaction that has a status of **In Progress**.

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.

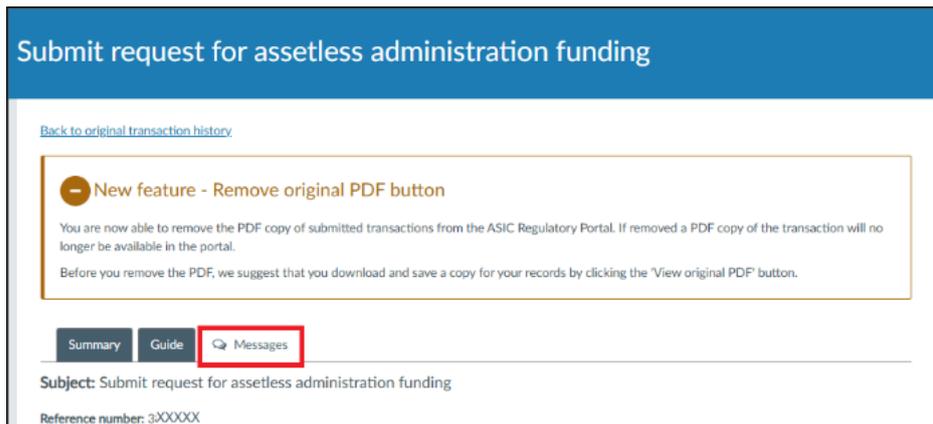
Transactions

Title	Reference number	Last accessed	Accessed by	Status	Restricted
Submit request for assetless administration funding	3XXXXX	22 Oct 2024 16:10 (AEDT)	Shane Ross	In Progress	

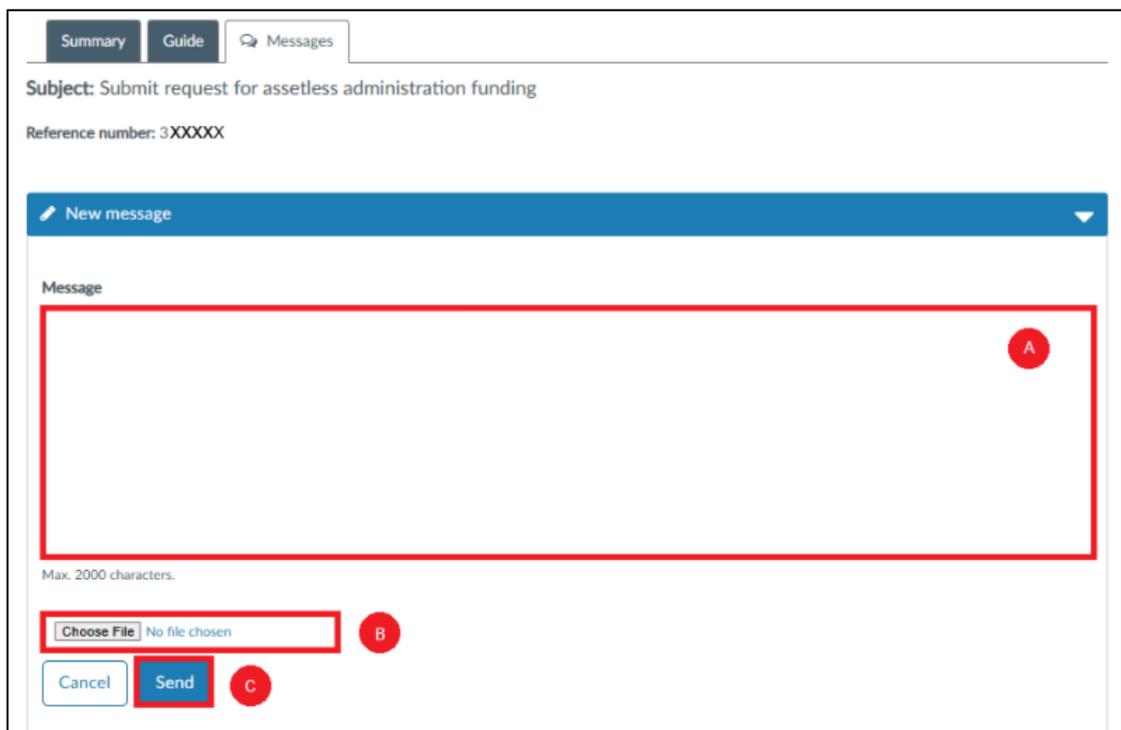
5. This will take you to the page for that individual transaction. Select the **Messages** tab.



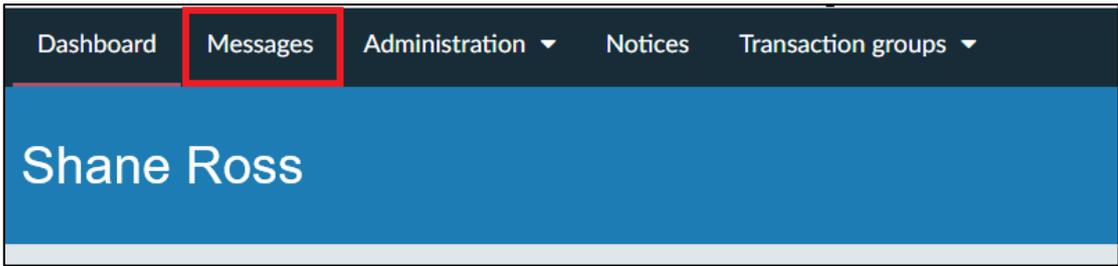
Not all transactions support messaging. You can only send a message about a transaction that is in the **In Progress** status.



6. 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.