

How to view invoices and reminder notices

ASIC Regulatory Portal user guide | Version 1.2, March 2024



When we charge a fee, you'll receive an invoice with the amount owing and your payment options. It will also have a list of recent transactions and any fees that were charged.

What are the different types of invoices available in the ASIC Regulatory Portal?

There are two types of invoices available in the portal:

- Industry funding invoices applicable to regulated entities with industry funding obligations. For more information, see our <u>industry funding page</u>.
- Other invoices for applications and transactions relating to licences, professional registrations, applications for relief and review of corporate finance transaction documents.

Who is notified when an invoice is issued via the portal?

For industry funding invoices, we will send an email notification to the entity's nominated billing contact, industry funding compliance contact and industry funding billing contact, or alternative billing contact (if provided).

For other invoices, we will send an email notification to the entity's nominated billing contact and alternative billing contact (if provided).

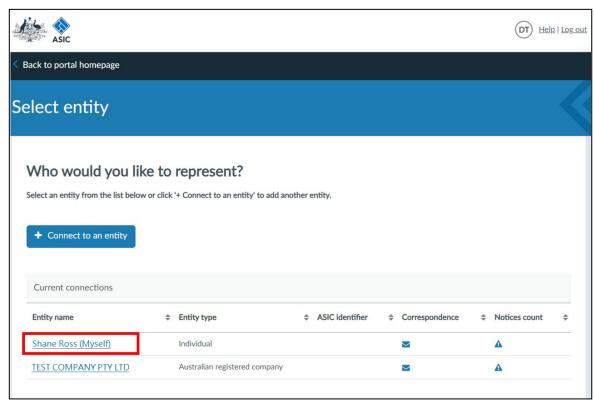
You can view the entity billing contacts in the portal – to find out how, see our <u>portal help</u> <u>page</u>.

What are reminder notices and who is notified when they're issued via the portal?

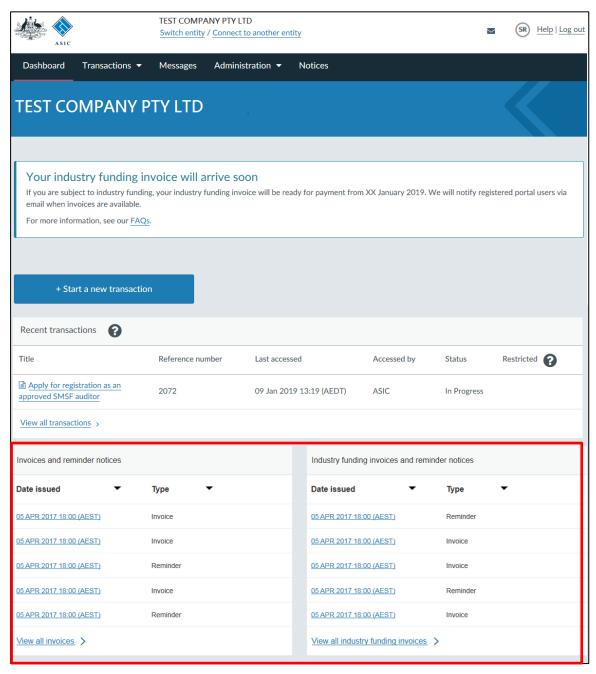
Seven days before an invoice falls due, we will issue a reminder notice if the balance remains unpaid.

We will send an email notification, alerting you that we have issued a reminder notice, to the same contacts that are notified when we issue an invoice.

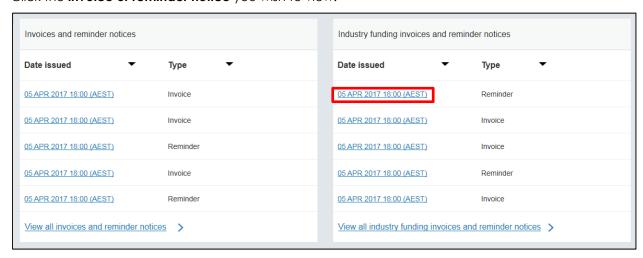
- 1. Log in to the ASIC Regulatory Portal.
- 2. This will open the Select entity page, which will list all your current connections. Select an **entity** from your list of current connections.



3. This will open the entity's dashboard, where you can view the five most recent industry funding or other invoices and reminder notices at the bottom of the screen.



4. Click the invoice or reminder notice you wish to view.



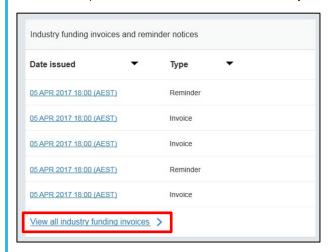
5. This will open the invoice or reminder notice in Portable Document Format (PDF).



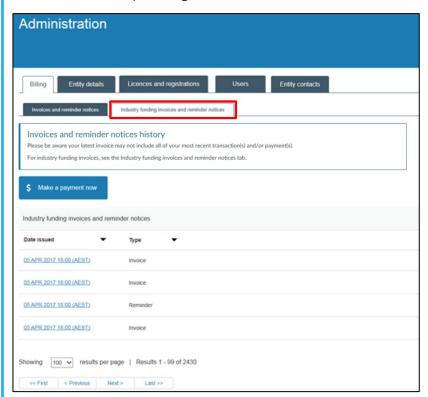


How to view all industry funding invoices and reminder notices

On the entity dashboard, click View all industry funding invoices.



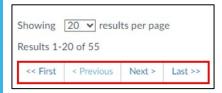
This will open the **Administration – Billing – Industry funding invoices and reminder notices** tab and show a list of industry funding invoices and reminder notices.



The 10 most recent invoices and reminder notices will be shown by default. You can select the number of invoices and reminder notices to display on the page.



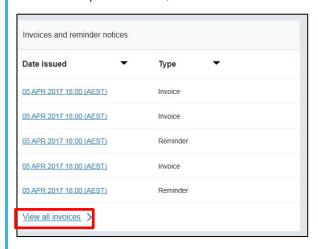
Use the page arrows to navigate across the page results list.



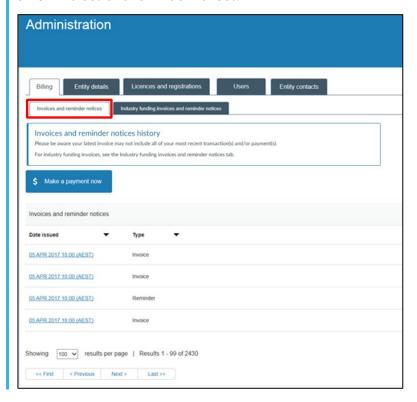


How to view all other invoices and reminder notices

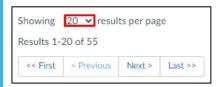
On the entity dashboard, click View all invoices.



This will open the **Administration – Billing – Invoices and reminder notices** tab and show a list of other invoices and reminder notices.



The ten most recent invoices and reminder notices will be shown by default. You can select the number of invoices and reminder notices to display on the page.



Use the page arrows to navigate across the page results list.

