



How to make a payment online via the portal

ASIC Regulatory Portal user guide | Version 1.2, March 2024

1. Log in to the [ASIC Regulatory Portal](#).
2. On the Select entity page, select an **entity** from your list of current connections.

Who would you like to represent?

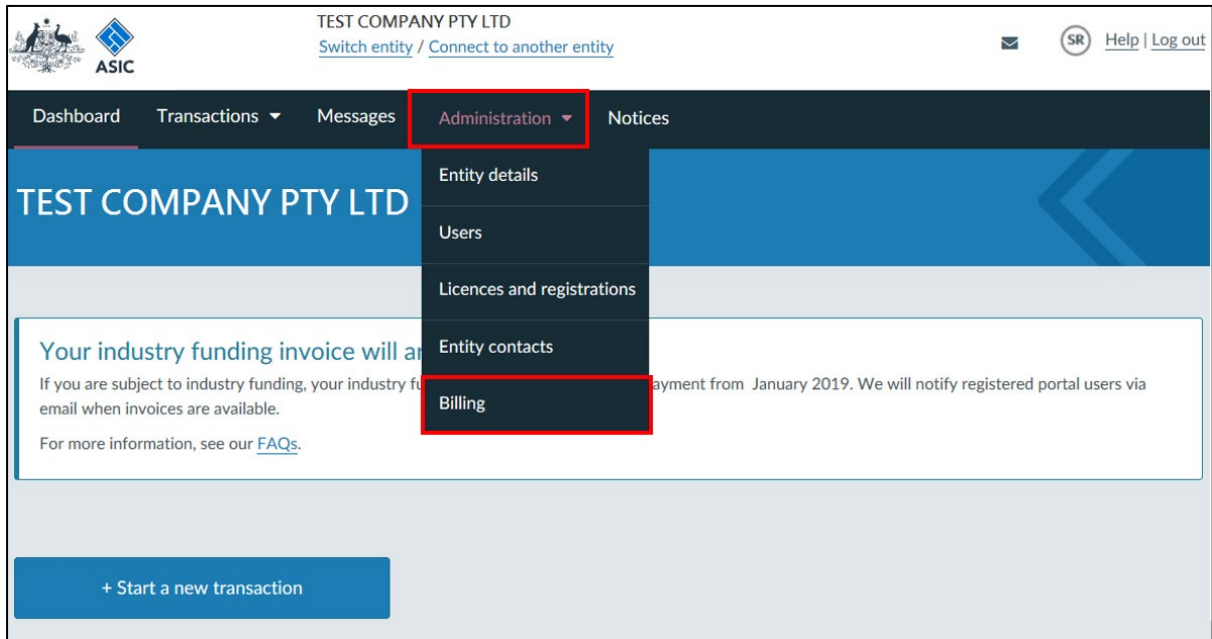
Select an entity from the list below or click '+ Connect to an entity' to add another entity.

[+ Connect to an entity](#)

Current connections		
Entity name	Entity type	ASIC identifier
Shane Ross (Myself)	Individual	
TEST COMPANY PTY LTD	Australian registered company	

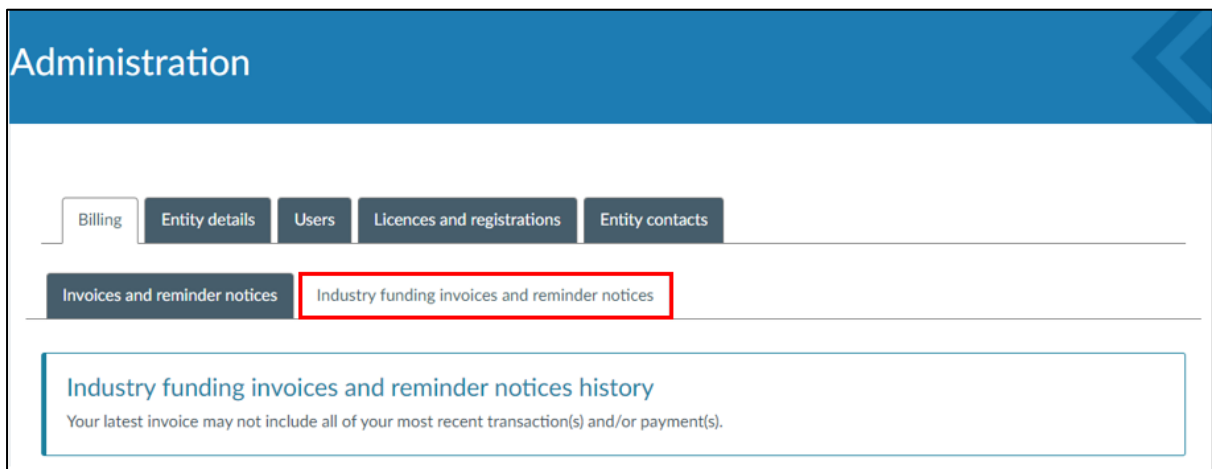
This will open the entity's dashboard.

3. Click on **Administration** in the top navigation bar and select **Billing** from the drop-down menu.



This will open the Billing tab in the Administration section of the portal.

4. To make a payment for an industry funding invoice, select the **Industry funding invoices and reminder notices** tab.



5. To make a payment for any other invoices, select the **Invoices and reminder notices** tab.

The screenshot shows the 'Administration' page with a blue header. Below the header is a navigation bar with tabs: 'Billing', 'Entity details', 'Users', 'Licences and registrations', and 'Entity contacts'. Below this is a sub-navigation bar with 'Invoices and reminder notices' (highlighted with a red box) and 'Industry funding invoices and reminder notices'. A content box titled 'Invoices and reminder notices history' contains the text: 'Please be aware your latest invoice may not include all of your most recent transaction(s) and/or payment(s). For industry funding invoices, see the Industry funding invoices and reminder notices tab.'

6. Click **Make a payment now**.

The screenshot shows the 'Administration' page with the same navigation as the previous image. The 'Invoices and reminder notices' tab is selected. Below the history box, a blue button with a dollar sign icon and the text 'Make a payment now' is highlighted with a red box. Below the button is a table with the following content:

Invoices and reminder notices	
Date issued	Type
05 Feb 2023 00:00 (AEDT)	Invoice

7. On the Payment options page, click **Pay now by credit / debit card** to pay online using a credit or debit card.

Payment options

Available online payment options are displayed below


Important notice

When you make a payment, the portal will not reflect the status of your debt. We recommend you retain a copy or record the details of your receipt. It could take up to three business days before ASIC receives this payment.

Payment options

Use one of the following options to pay now:

Credit card


 Visa or MasterCard are accepted.

Customer reference: **2106090000000091**


Card payment is processed by Government EasyPay

Your card payment will be processed in a new tab/window by secure Government EasyPay.

Once payment is complete you can close the browser tab/window to return to this page.

 **Pay now by credit / debit card**

BPay

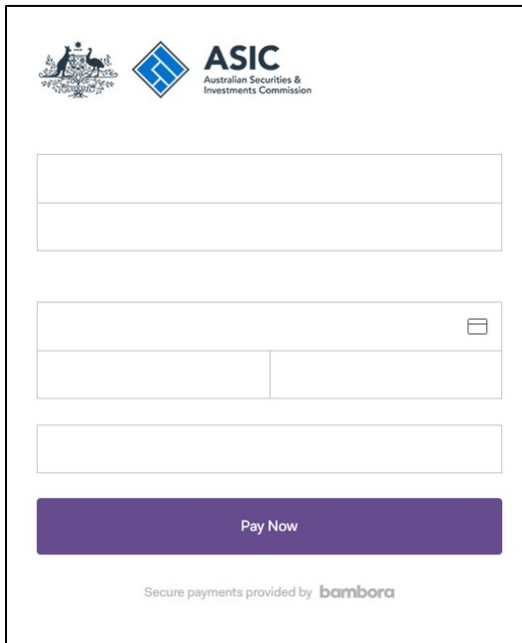
 Make sure you provide the correct unique payment reference number (PRN) in the reference.

Billers code: **17301**
Customer reference: **6090000000096**



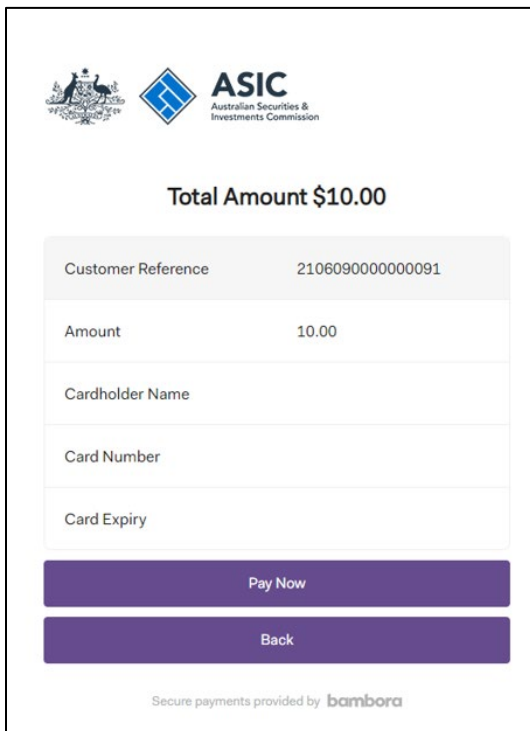
Alternatively, you can pay via BPay using the biller code and customer reference shown on the page or via the other payment options shown on the invoice.

8. This will open a payment page in a new browser window. Enter the **payment details**.



The screenshot shows the ASIC payment page. At the top left are the Australian Government coat of arms and the ASIC logo (Australian Securities & Investments Commission). Below the logos are two empty input fields. Further down is a card payment form with a dropdown menu for card type, a card number field, an expiry date field, and a cardholder name field. A purple 'Pay Now' button is centered at the bottom. At the very bottom, it says 'Secure payments provided by bambora'.

9. Review the payment details and, if the payment details are correct, click **Pay Now**. If the details are incorrect, click **Back**.



The screenshot shows the ASIC payment page with a summary of payment details. At the top left are the Australian Government coat of arms and the ASIC logo. Below the logos, the text 'Total Amount \$10.00' is displayed. A table shows the following details:

Customer Reference	2106090000000091
Amount	10.00
Cardholder Name	
Card Number	
Card Expiry	

Below the table are two purple buttons: 'Pay Now' and 'Back'. At the bottom, it says 'Secure payments provided by bambora'.



If the payment is successful, a message thanking you for your payment will appear.

Note: We recommend that you write down the receipt number and request a receipt for your own records.

To receive a payment receipt, enter the **email address** where you would like the receipt sent, and then click **Send Receipt**.

The screenshot shows a confirmation screen from ASIC. At the top left are the Australian Government coat of arms and the ASIC logo (Australian Securities & Investments Commission). In the center, there is a green checkmark icon above the text "Thank you for your payment". Below this, it displays "RECEIPT" followed by the number "123", and "TRANSACTION DATE/TIME" with a blank space for the date. At the bottom of the screen, there is a white text input field, a purple button labeled "Send Receipt", and another purple button labeled "Make another payment".