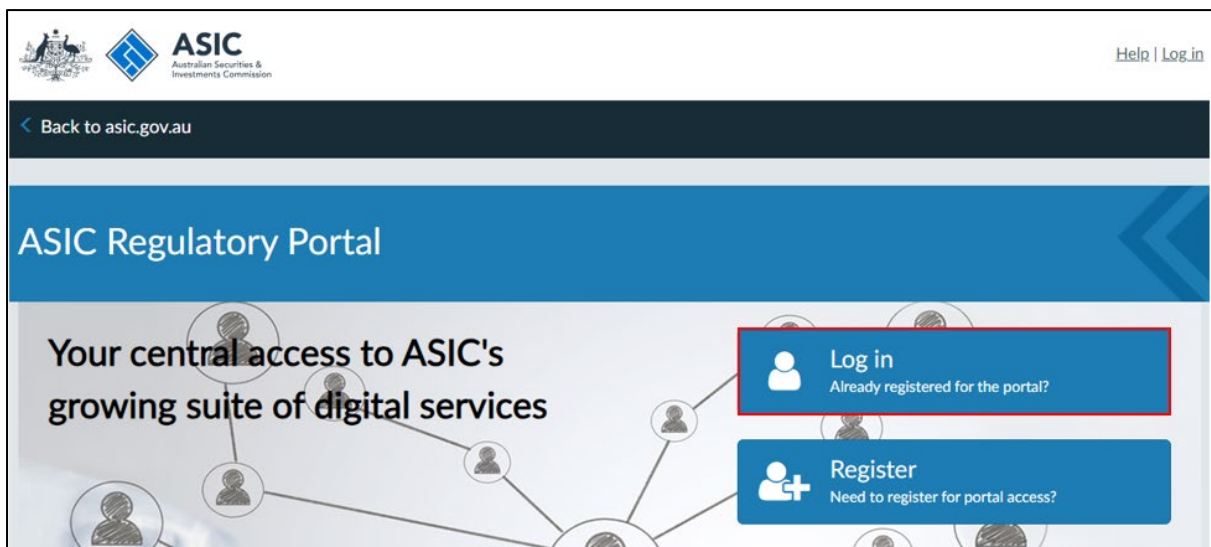# How to login

ASIC Regulatory Portal user guide | Version 1.3, October 2024

> ⓘ You will need to first register a username and password before you can log in to the portal – see our *How to register* user guide.

1. Go to the ASIC Regulatory Portal.

2. On the portal homepage, click **Log in**.

3. Enter your **Email (Username)** and **Password** in the text boxes on the right-hand side of the screen.

4. Click **Log in**.
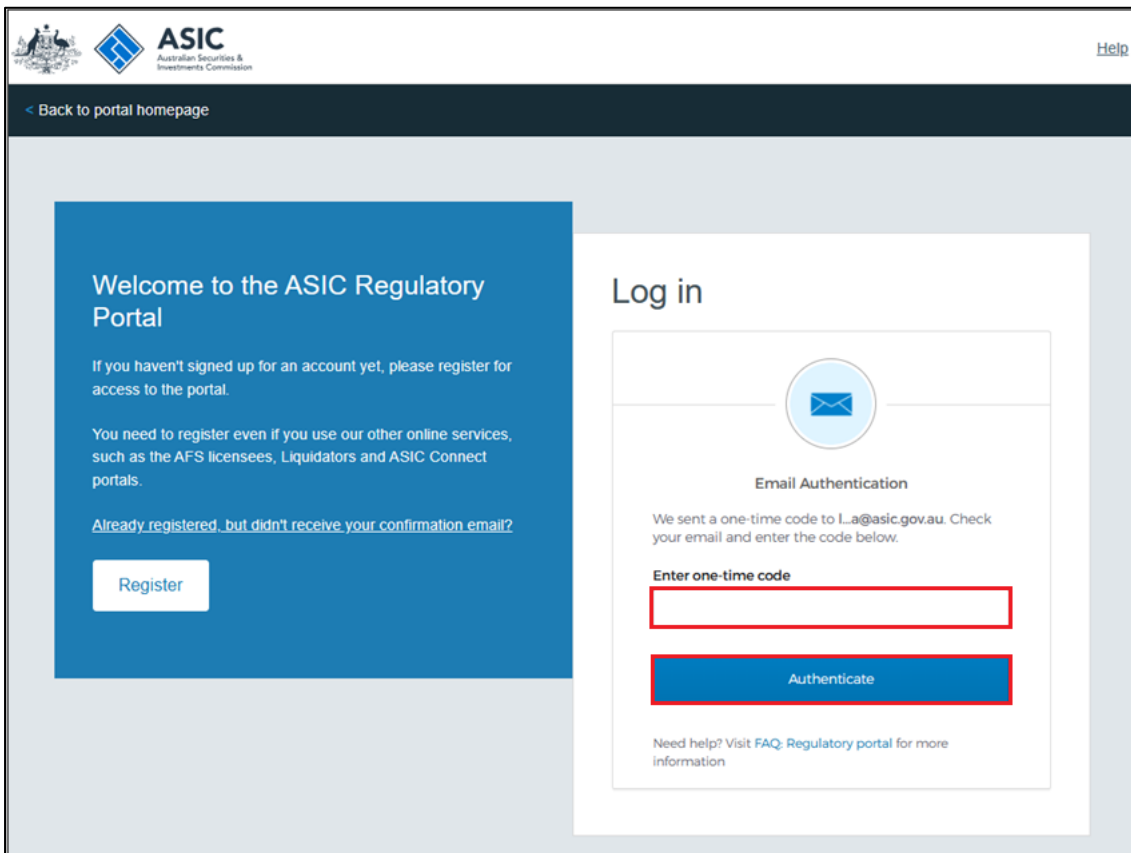
5. You will be prompted by multi-factor authentication. Click the **Send me the code** button to request a one-time code to be sent to your registered email address.
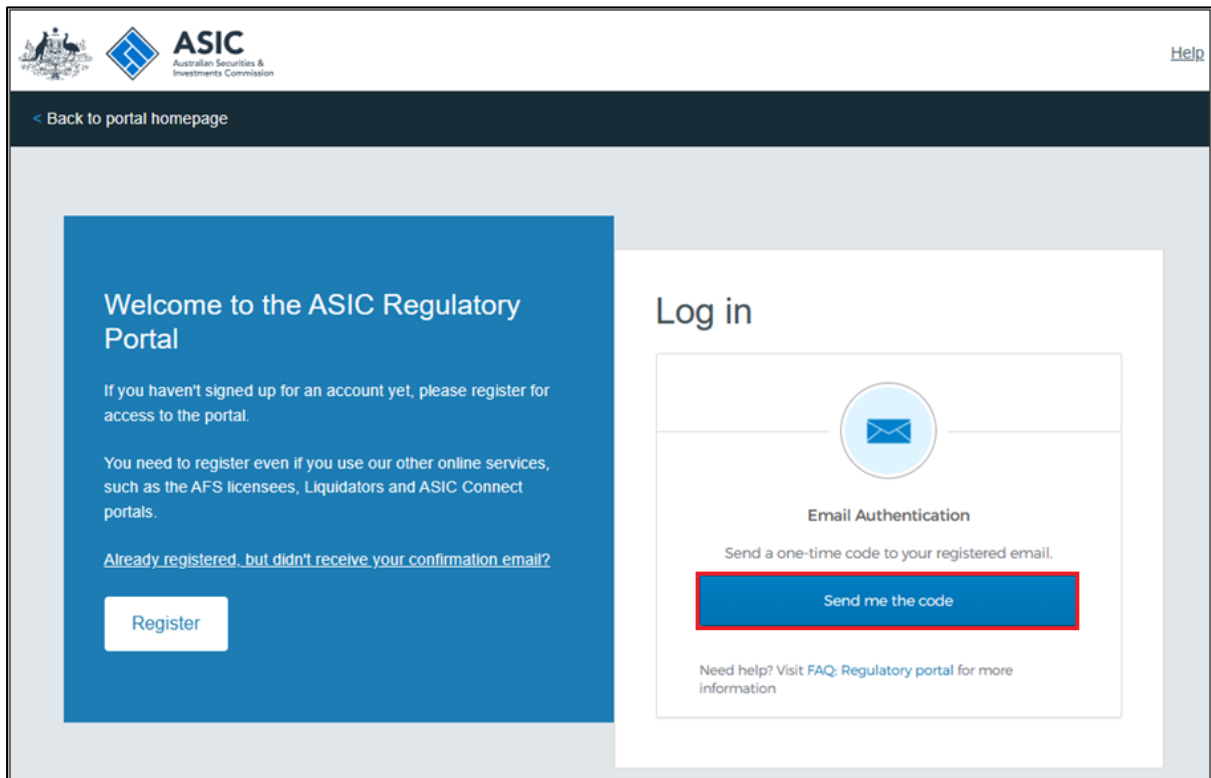
6. **Enter the one-time code** in the text box on the right-hand side of the screen and click **Authenticate** to complete your log in.

7. Select an **entity** from your list of current connections to view information and perform tasks for the entity, or click **Connect to an entity** to add another entity connection.
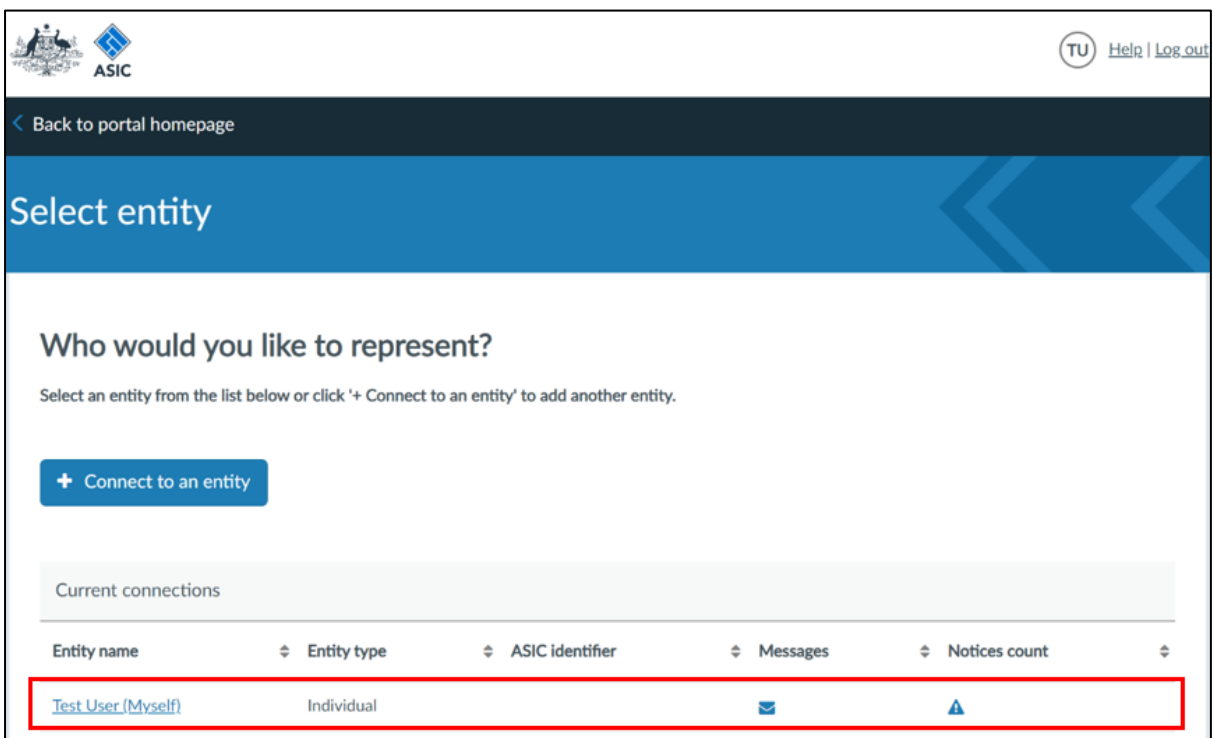
8. If you are logging into the portal for the first time, you must enter a **Key billing address** and provide the **Billing contacts, Official notices contact** and **Industry funding compliance contact**. Once you have entered these details, click **Submit**.

ⓘ

For security reasons, we recommend that you log out of the portal when you have completed your session. To log out of the portal, click **Log out**, which is displayed in the top right corner of the screen.