



**ASIC**  
Australian Securities &  
Investments Commission

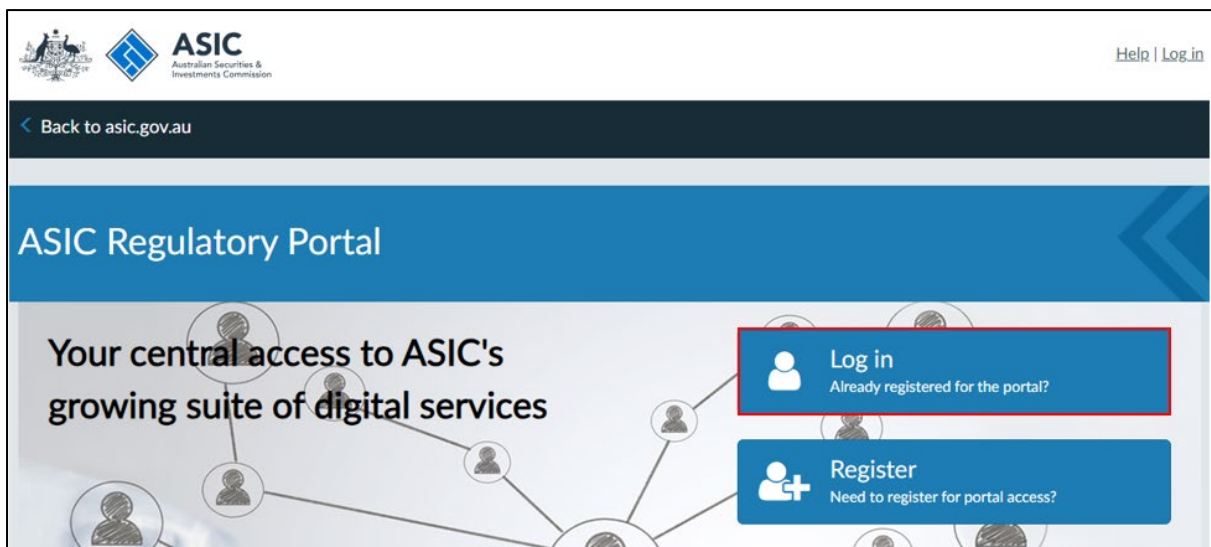
# How to login

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.

< Back to portal homepage

## Welcome to the ASIC Regulatory Portal

If you haven't signed up for an account yet, please register for access to the portal.

You need to register even if you use our other online services, such as the AFS licensees, Liquidators and ASIC Connect portals.

[Already registered, but didn't receive your confirmation email?](#)

Register

## Log In

Email (Username)

Password

[Forgotten your password?](#)

Log in

4. Click **Log in**.

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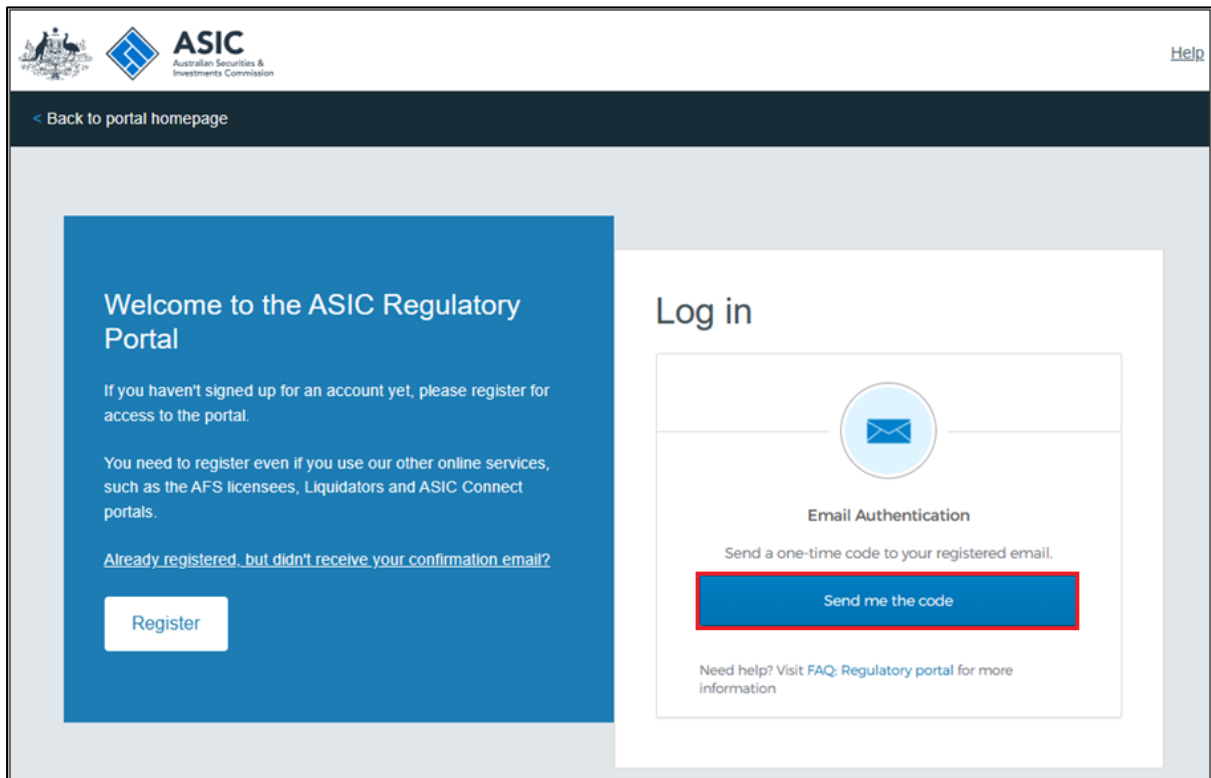
Email (Username)

Password

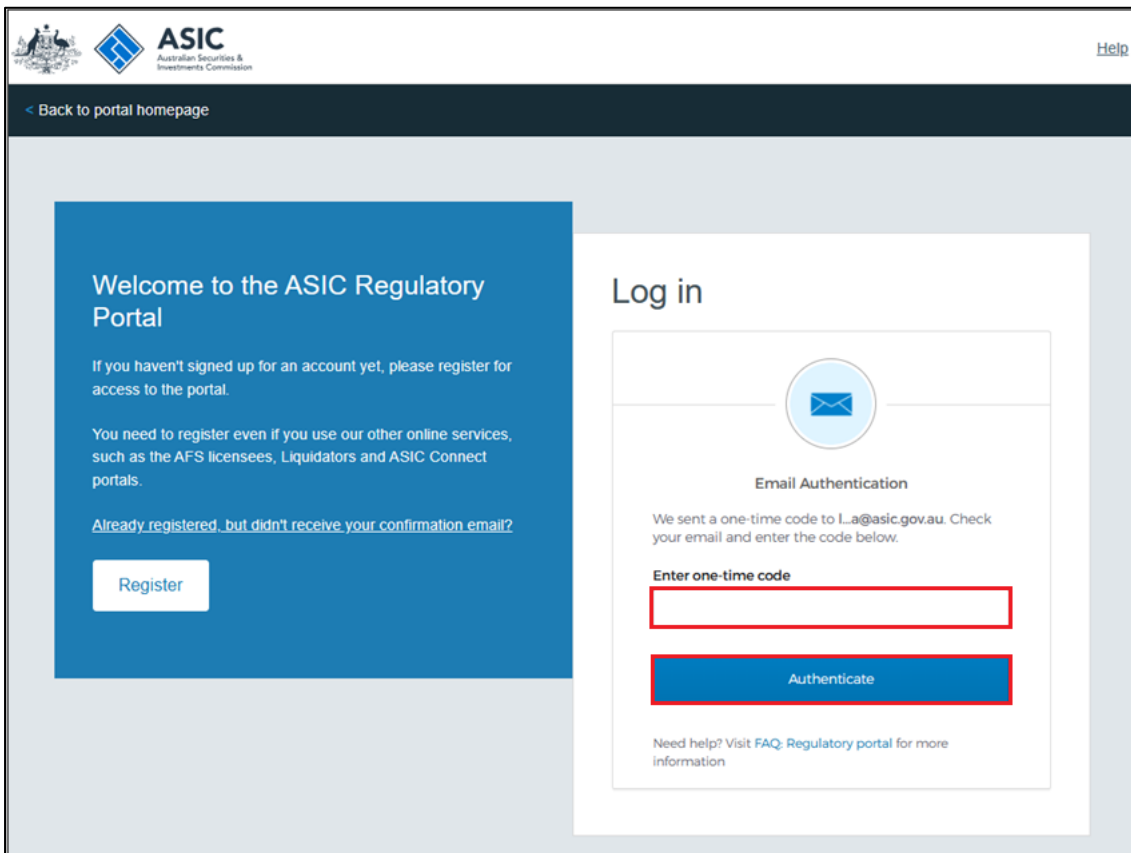
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Log in

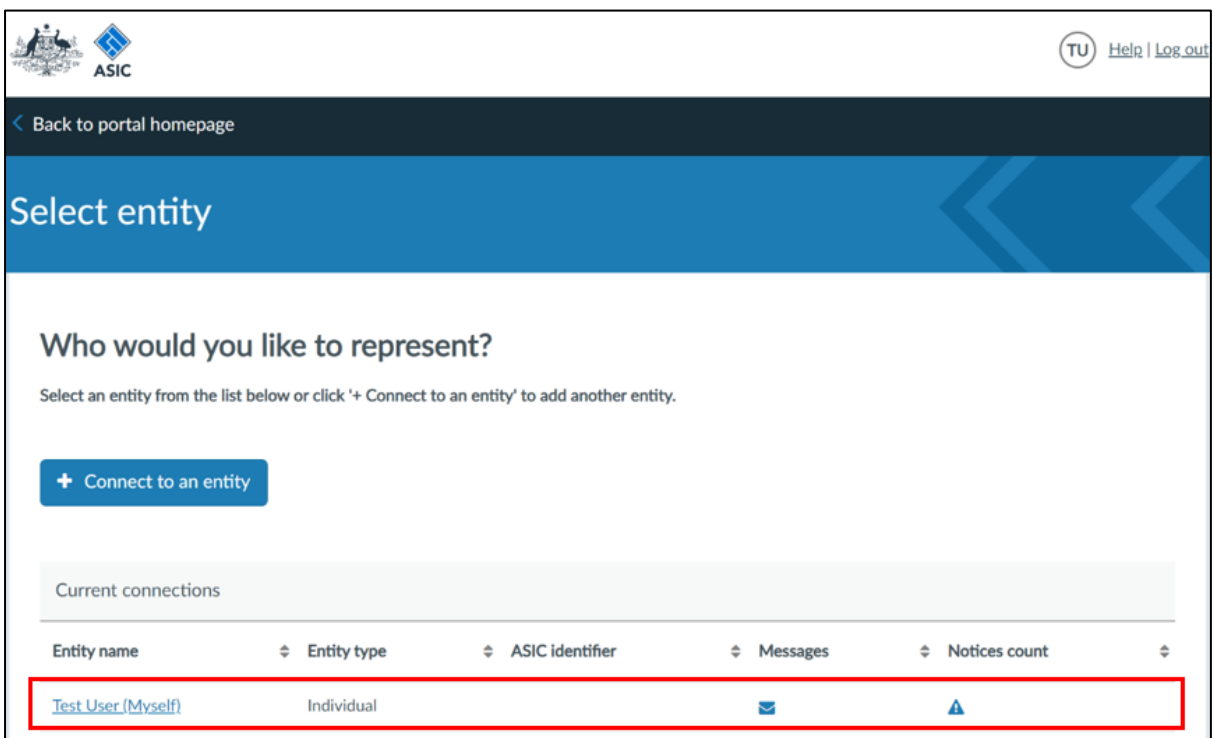
5. You will be prompted by multi-factor authentication. Click the **Send me the code** button to request a one-time code to be sent to your registered email address.



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.



- 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**.

The screenshot shows the ASIC portal interface for a 'Test User'. The page title is 'Enter billing address and contacts'. It contains several sections:
 

- Enter billing address and contacts:** A red-bordered box with instructions: 'As this is the first log in either for this entity or for yourself as an individual portal user, we need further information for the purposes of billing, issuing Official notices and industry funding. We will use your name and email address as the default contact. You can change these details later through > Administration > Entity contacts.'
- Privacy Collection Notice:** A blue-bordered box with a note: 'Note: The Privacy Collection Notice given under APP 5 of the Privacy Act 1988 applies to your provision of personal information below. If you are providing personal details of another person, you are responsible for obtaining and recording their consent before you provide their personal information below.'
- Key billing address:** Includes a 'Country' dropdown menu (set to 'Australia') and an 'Address' text input field with the placeholder 'Enter an Australian address'.
- Billing contacts:** Includes a 'Name' dropdown menu (set to 'Test User'), a help icon, and two checkboxes: 'Alternative email address' and 'Alternative portal user to receive your industry funding levy invoices'.
- Official notices contact:** Includes a 'Name' dropdown menu (set to 'Test User') and a help icon.
- Industry funding compliance contact:** Includes a 'Name' dropdown menu (set to 'Select one...').
- A red 'Submit' button is located at the bottom left of the form area.



**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.

The screenshot shows the top navigation bar of the ASIC portal. It includes the ASIC logo on the left, the user name 'Test User' and links 'Switch entity / Connect to another entity' in the center, and notification icons (envelope, triangle) and a 'Log out' button on the right. Below this is a dark navigation menu with links: 'Dashboard', 'Transactions', 'Messages', 'Administration', 'Notices', and 'Transaction groups'.