



ASIC
Australian Securities &
Investments Commission

Information for service providers: How to act on behalf of an entity

ASIC Regulatory Portal user guide | Version 1.2, March 2024



What must happen before you can act?

Before you can act on behalf of an entity, the entity must have registered in the ASIC Regulatory Portal and invited you to connect to them. These steps are outlined in our [How to register](#) and [How to invite someone to connect to an entity](#) user guides.

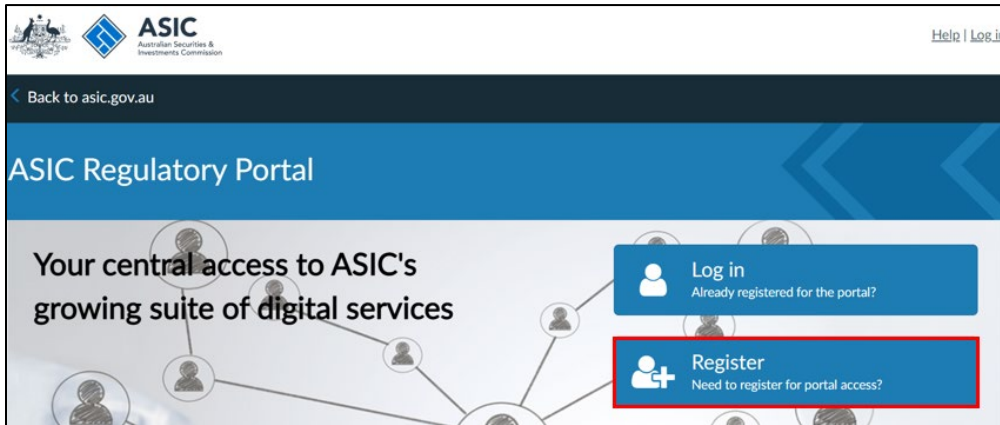
Only an authorised person – for example, an officeholder (or equivalent) or holder of a licence or registration – can perform initial entity registration in the ASIC Regulatory Portal. Once the authorised person has registered the entity they can then invite a trusted representative – such as a company employee, a compliance officer, a registered agent or a service provider – to connect to their entity and assign them the required user access to view confidential information and perform regulatory tasks on behalf of the entity.

Once invited, the trusted representative will receive an invitation to the portal for the relevant entity and will be able to perform the required duties on behalf of the entity which they represent – including, for example, submitting industry funding business activity metrics.

The authorised person will only ever have to register and assign access to the trusted representative once for their entity.

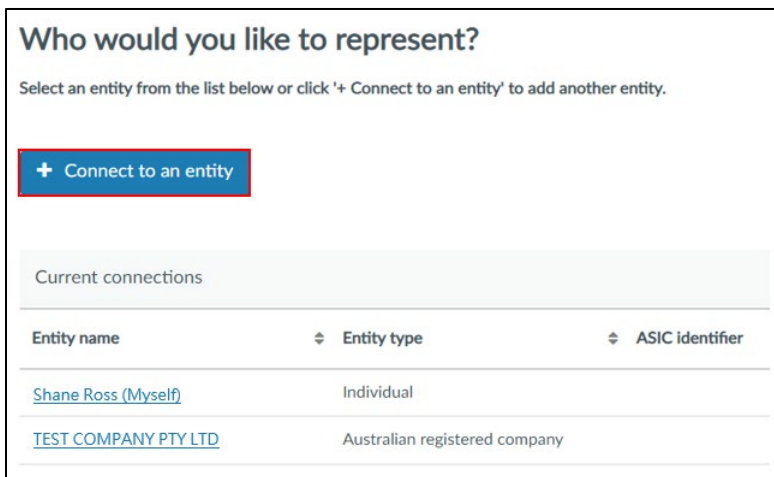
We have provided more [information about the ASIC Regulatory Portal](#) on our website.

1. Go to the [ASIC Regulatory Portal](#).
- 2a. If you have not previously registered for portal access – **register** now. You will be given the option to register using the invitation key sent to you by the entity you are representing. Once you have registered using your invitation key, you will be connected to the entity in the portal and ready to act on their behalf.



For more on information on **how to register**, including step-by-step user guides and videos, see our [portal help page](#).

- 2b. If you have previously registered for portal access – **log in**. This will open the Select entity page. Click on **Connect to an entity**. You will be given the option to connect to an entity using the invitation key sent to you by the entity you are representing. Once you have connected to the entity, you will be ready to act on behalf of the entity in the portal.



For more on information on **how to log in** and **how to connect to an entity**, including step-by-step user guides and videos, see our [portal help page](#).