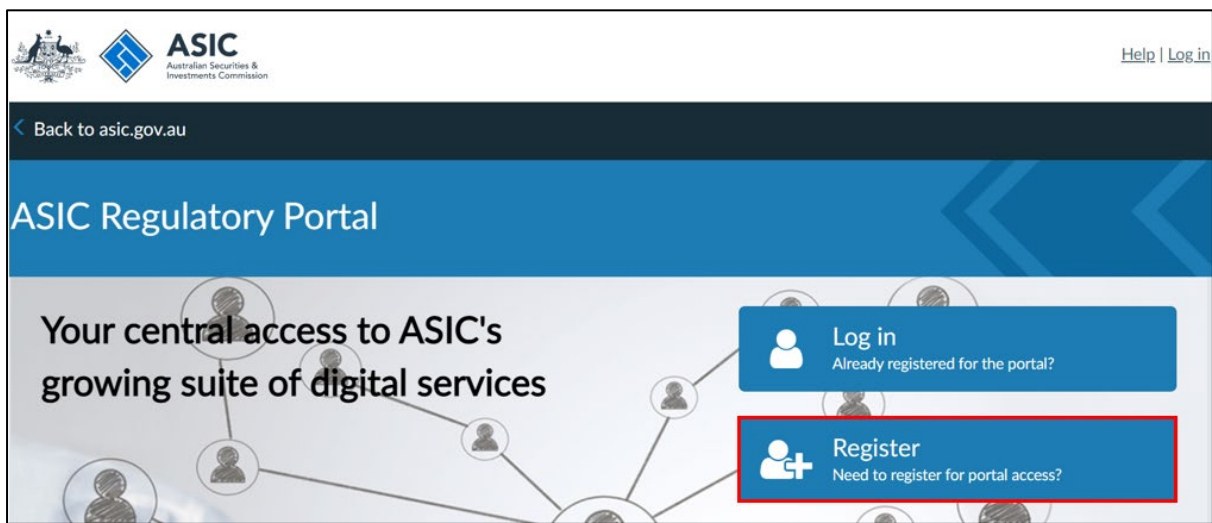




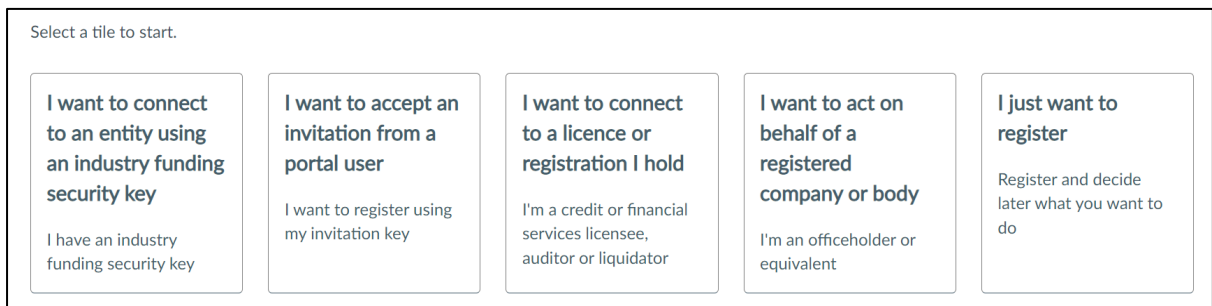
How to register

ASIC Regulatory Portal user guide | Version 1.2, March 2024

1. Go to the [ASIC Regulatory Portal](#).
2. On the portal homepage, click **Register**.



3. Select the **file** that matches what you want to do first on the portal.



The table below shows when to select which file:

Table 1: Further information about files

Tile	When to select	Information you will need to provide when registering for the portal
I want to connect to an entity using an industry funding security key	You have received an industry funding letter requesting you to connect to an entity on the portal.	<p>Must provide:</p> <ul style="list-style-type: none"> • Industry funding security key. <p>May be required to provide, depending on who you are:</p> <ul style="list-style-type: none"> • ASIC identifier; • capacity; • registration number; • Australian Company Number (ACN) or Australian Business Number (ABN); and • entity type.
I want to accept an invitation from a portal user	You have received an email inviting you to connect to an entity on the portal.	<p>Must provide:</p> <ul style="list-style-type: none"> • Invitation key.
I want to connect to a licence or registration I hold	<p>You currently hold and want to connect to a professional licence or registration you have with ASIC, including:</p> <ul style="list-style-type: none"> • Australian financial services (AFS) licence; • Australian credit licence; • registered company auditor registration; • authorised audit company registration; • self-managed superannuation fund (SMSF) auditor registration; or • liquidator registration. 	<p>Must provide:</p> <ul style="list-style-type: none"> • licence or registration type; and • licence or registration number. <p>May be required to provide, depending on who you are:</p> <ul style="list-style-type: none"> • ASIC Key.

Tile	When to select	Information you will need to provide when registering for the portal
I want to act on behalf of a registered company or body	<p>You are an officeholder or equivalent and want to connect to the registered company or body that you represent. For example:</p> <ul style="list-style-type: none"> • an Australian registered company; • a registered foreign company; • an Australian registrable body; • a partnership; or • a trustee (multiple). 	<p>Must provide:</p> <ul style="list-style-type: none"> • entity type. <p>May be required to provide, depending on who you are:</p> <ul style="list-style-type: none"> • ASIC identifier; • corporate key; • ASIC Key; • ABN; • capacity; and • registration number.
I just want to register	<p>You want to register and decide later what you want to do.</p> <p>For example, you may not currently hold any licences or registrations with ASIC, but you may want to apply for a professional licence or registration.</p>	<p>Must provide:</p> <ul style="list-style-type: none"> • personal details.

4. Fill in your registration details.



The details you fill in will depend on the tile you selected. Mandatory fields are marked with a red asterisk (*)

We will verify your information against our records.

If you hold a professional licence or registration with ASIC or are a registered company officeholder, we need to verify the name you used to register for the portal against the name we have on our records.

If the name you used to create your account does not match our records, you will not be able to connect to the licence, registration or entity. You should check your own records to confirm what name you have used or go to [ASIC Connect's register search](#).

5. Read and agree to the [ASIC Regulatory Portal: User Agreement](#) by selecting the declaration check-box, and then click **Register**

Declaration


- I've read the [ASIC Regulatory Portal: User Agreement](#) and understand that my registration for a portal account and each use of the portal by me constitutes my acceptance of the terms and conditions in that agreement.
- I've read and acknowledge [ASIC's Privacy Policy](#) and the [Privacy Collection Notice for the ASIC Regulatory Portal](#).
- I promise to keep Confidential Information that I access in the portal confidential, unless instructed otherwise by an individual who is acting on behalf of the relevant Regulated Entity.

Note: Confidential Information is information that is by its nature confidential, but excludes information required to be disclosed by law or which becomes public knowledge other than by a breach of law.

- I understand that giving false or misleading information or documents to ASIC is a serious offence and could lead to a criminal prosecution of me personally.
- The information given in this application to register for a portal account is complete, true and correct.

I agree and make the declarations as stated above.

6. To activate your portal account, open the registration confirmation email that we sent to the email address you provided as part of your registration details and click **Confirm**. This will open the portal and direct you to set your password.



ASIC Regulatory Portal registration confirmation [SEC=UNCLASSIFIED]
no-reply-regulatory-portal-dev to: portaltest04

History: This message has been forwarded.

Dear Joseph Test,

Thanks for registering a new account on the ASIC Regulatory Portal.

Please confirm your email address by clicking on the link below:
[Confirm](#)

This confirmation link is valid for 8 hours from initial registration.
Once the link expires after 8 hours, it will redirect you to a page allowing you to request a new email to confirm your email address.

Thank you,

ASIC Regulatory Portal

7. **Enter** and **confirm** the password you would like to use for your portal account. Then click **Set password** to complete your registration. This will open a screen confirming your registration.

Password rules
Your new password must be 10-24 characters and contain at least: 1 number, 1 uppercase letter, and 1 lower case letter

Create your password

Confirm your password



The password requirements are displayed on the screen.
Once you have set your password, you are now ready to log in.