



How to make a payment online via the portal

ASIC Regulatory Portal user guide | Version 1.3, May 2025

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?

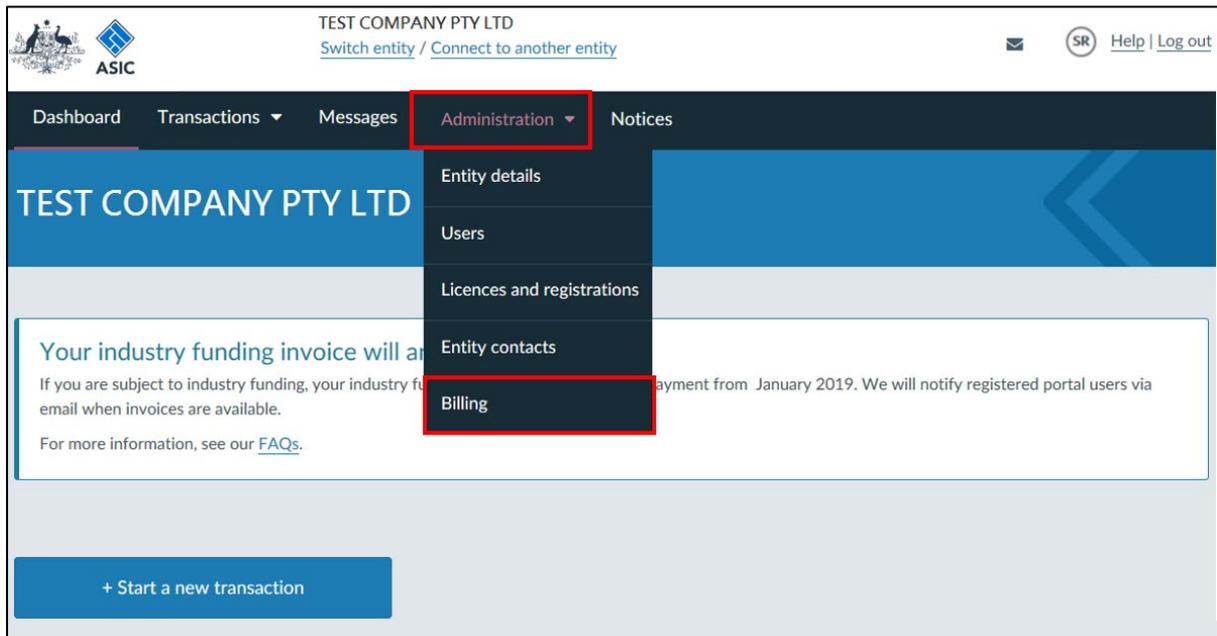
Select an entity from the list below or click '+ Connect to an entity' to add another entity.

[+ Connect to an entity](#)

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

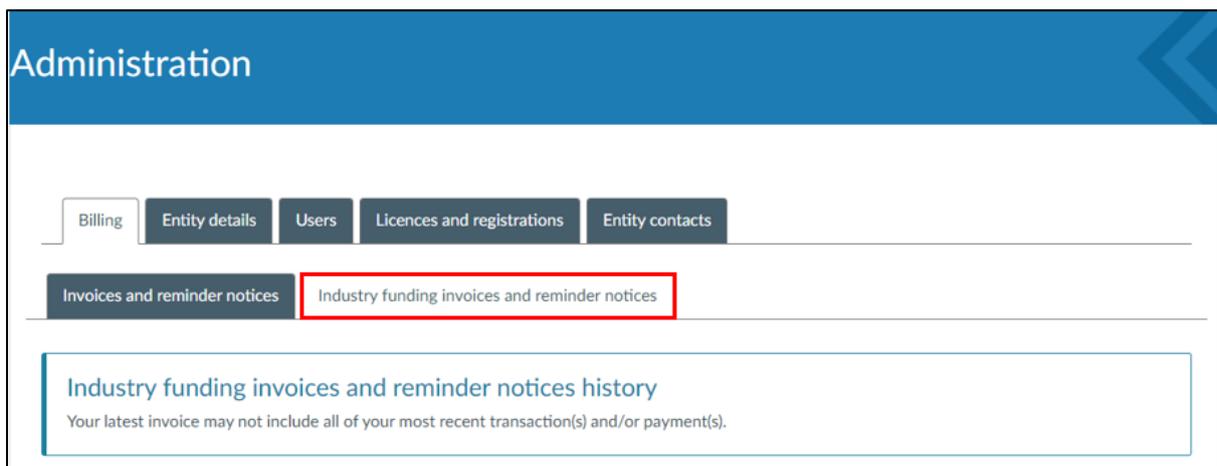
This will open the entity's dashboard.

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 light blue box contains the text: 'Invoices and reminder notices history. 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 'Invoices and reminder notices' tab selected. Below the navigation bars is a light blue box with the same text as in the previous screenshot. Below this box is a button labeled '\$ Make a payment now' (highlighted with a red box). Below the button is a table with the following content:

Date issued	Type
05 Feb 2023 00:00 (AEDT)	Invoice

7. On the Payment options page, selected **Credit / debit card** to pay online using a credit or debit card.

Payment options

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 methods

* Please select your preferred payment method:

- Credit or debit card  
- BPAY 



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. Enter the amount you wish to pay in Australian dollars the **Payment amount** field and click **Pay Now** button.

Payment options

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 methods

* Please select your preferred payment method:

Credit or debit card  

BPAY 

Customer reference: XXXXXXXXXXXXX

* Payment amount (AUD)

1000



9. This will open a payment page in a new browser window. Enter the **card details**. Review the payment details and, if the payment details are correct, click **Pay Securely**. If the details are incorrect, click **Cancel**.

ASIC
Australian Securities & Investments Commission

Shopping cart Payment details Payment complete

Card number

Cardholder's name

Expiry date

Card verification code

Payment overview

Total charge: AUD 1000.00

Reference number: XXXXXXXXXXXXX



[Cancel](#)

10. After the payment you will be redirected back to the Regulatory Portal. If the payment was successful you will receive the below message

The screenshot shows the top navigation bar with links for Dashboard, Transactions, Messages, Administration, Notices, and Transaction groups. Below this is a blue header for EQUITY TRUSTEES SUPERANNUATION LIMITED. A green success message states "Success. Payment submitted." Below that is a white box with a shield icon and the text "MFA update: now LIVE - Add your authentication app", followed by instructions on how to add an authentication app. At the bottom, there are two blue buttons: "+ Start a new transaction" and "AFS licensing dashboard".



If the payment was unsuccessful, you will receive the message below. You can try again or cancel the request and return to the Regulatory Portal.

The screenshot shows the ASIC logo and a progress bar with three steps: "Shopping cart" (checked), "Payment details" (checked), and "Payment complete" (marked with a red X). The main content area is split into two columns. The left column contains the message "The transaction has been denied" and "You can pay with another payment method. cardholder". The right column contains a "Payment overview" section with "Total charge: AUD 100.00" and "Reference number XXXXXXXXXXXXX", followed by a blue "Retry" button and a "Cancel" link.