



# How to make a payment online via the portal

ASIC Regulatory Portal user guide | Version 1.4, March 2026

## Log in and select an entity

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.

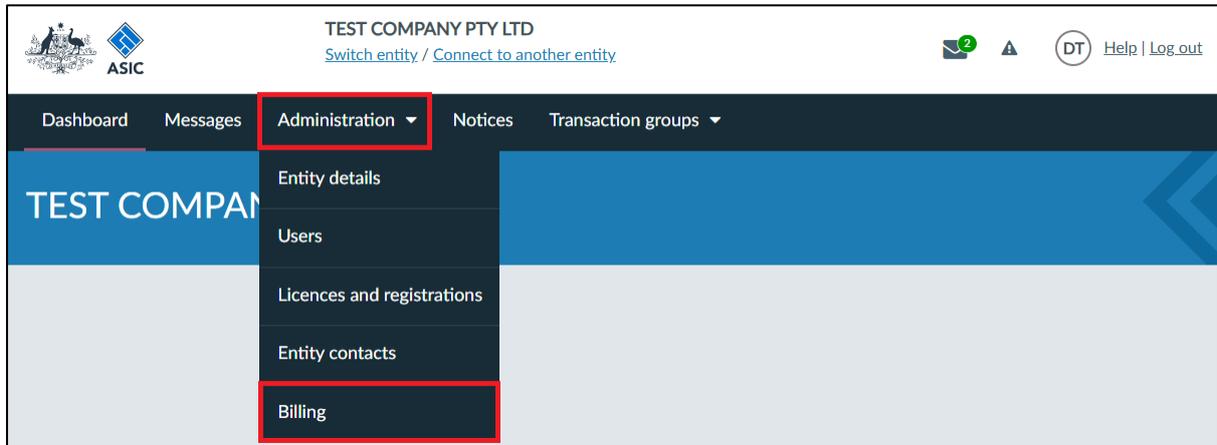
[+ Connect to an entity](#)

Current connections		
Entity name	Entity type	ASIC identifier
<a href="#">Shane Ross (Myself)</a>	Individual	
<a href="#">TEST COMPANY PTY LTD</a>	Australian registered company	

This will open the entity's dashboard.

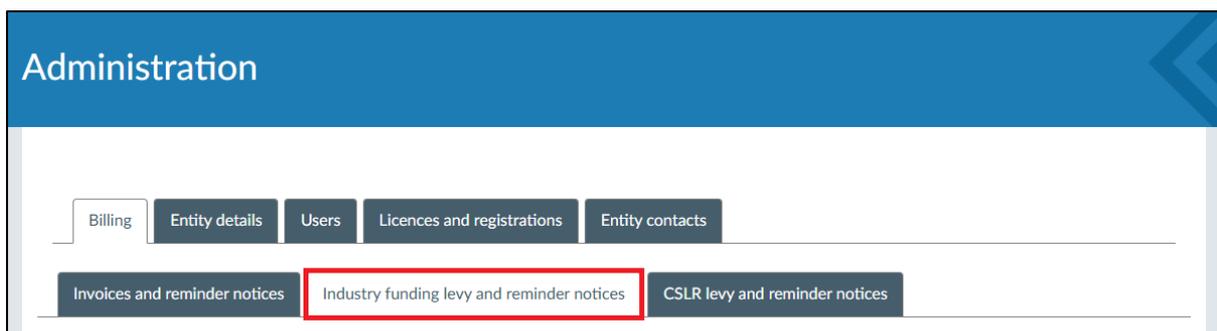
## Billing options

3. Click on **Administration** in the top navigation bar and select **Billing** from the drop-down menu.

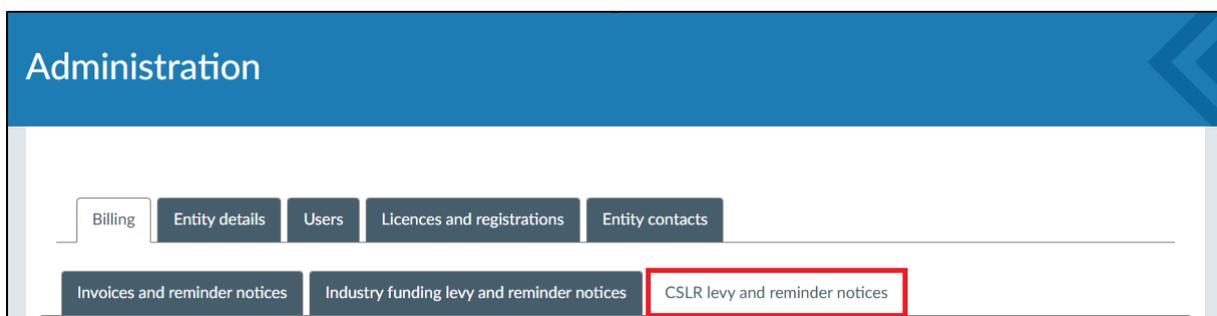


This will open the Billing tab in the Administration section of the portal.

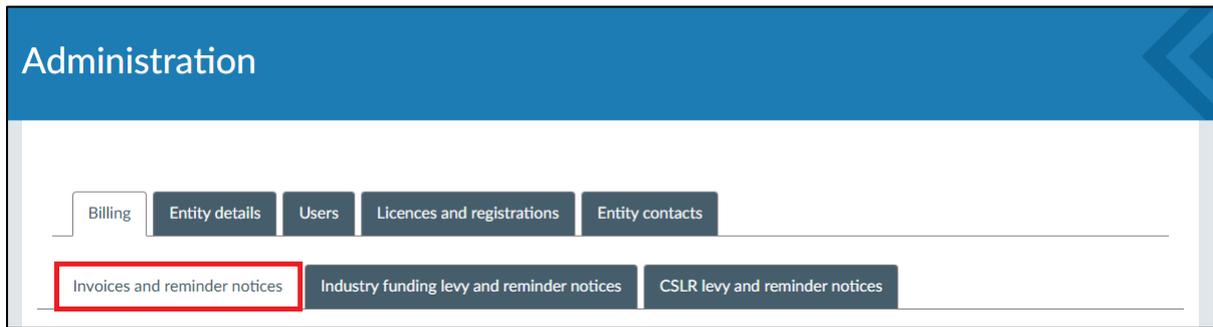
4. To make a payment for an industry funding levy notice, select the **Industry funding levy and reminder notices** tab.



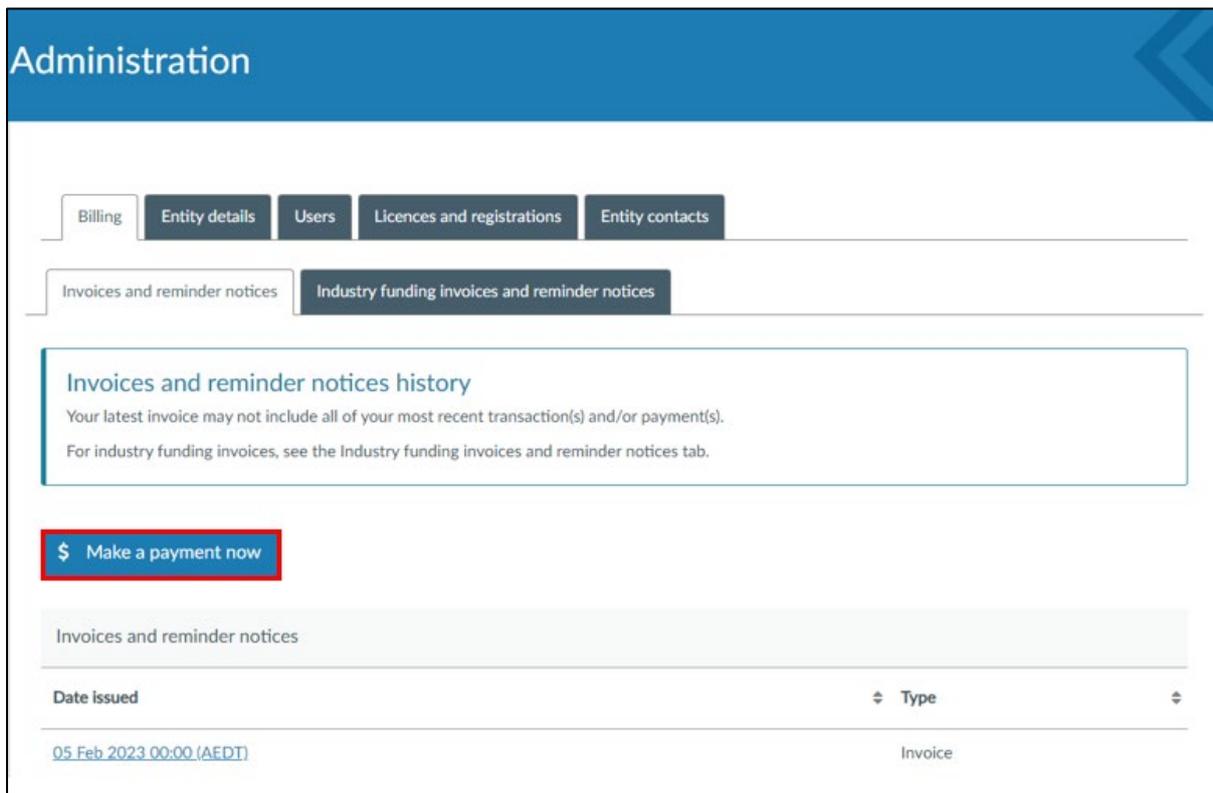
5. To make a payment for a compensation scheme of last resort levy notice, select the **CSLR levy and reminder notices** tab.



6. To make a payment for any other invoices, select the **Invoices and reminder notices** tab.



7. Click **Make a payment now**.



## Payment options

- 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.

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

#### Payment methods

\* Please select your preferred payment method:

Credit or debit card  

BPAY 

Customer reference: 2106090000144949

\* Payment amount (AUD)

- 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**.

The screenshot shows the ASIC payment interface. At the top left is the ASIC logo (Australian Securities & Investments Commission). A progress bar at the top indicates 'Shopping cart' and 'Payment details' are completed with green checkmarks, while 'Payment complete' is not. The main area is divided into two sections:

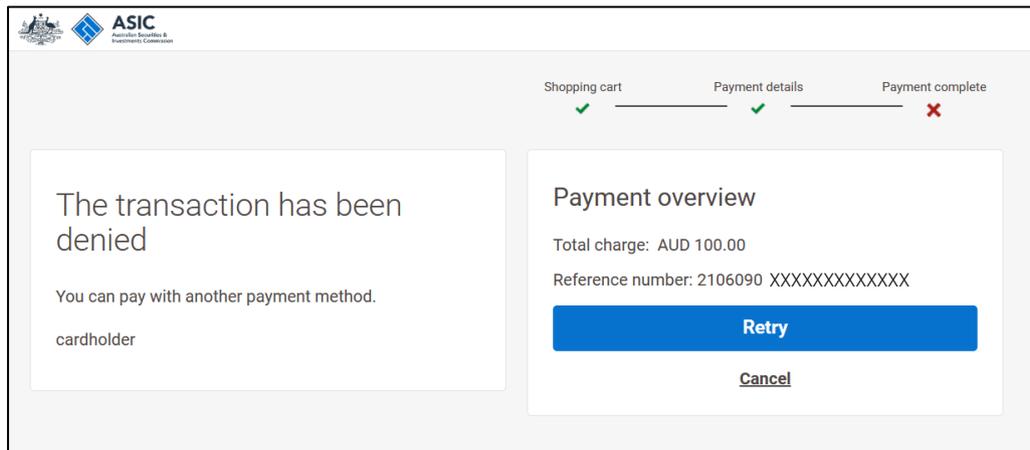
- Card details input:**
  - Card number: A text input field with a card icon on the right.
  - Cardholder's name: A text input field with a person icon on the left.
  - Expiry date: Two dropdown menus, the first showing '01' and the second showing '2025'.
  - Card verification code: A text input field with a lock icon on the left and a help icon on the right.
- Payment overview:**
  - Total charge: AUD 1000.00
  - Reference number: 21060XXXXXXXXXXXX
  - Buttons: A large blue 'Pay Securely' button with a lock icon, and a smaller 'Cancel' button below it.

- After the payment you will be redirected back to the Regulatory Portal. If the payment was successful you will receive the below payment confirmation page. Ensure you print a copy of the receipt using the 'Print receipt' function before closing this page.

The screenshot shows the 'Payment confirmation' page in the Regulatory Portal. At the top is a navigation bar with 'Dashboard', 'Transactions', 'Messages', 'Administration', 'Notices', and 'Transaction groups'. The main heading is 'Payment confirmation'. A green success message states: 'Success. Your payment was successful.' Below this is a note: 'Please print a copy of this receipt for your records using 'Print receipt' below. Once you close this page, we cannot reissue the receipt.' A 'Print receipt' button is located to the right. The receipt details are as follows:

Receipt number	XXXXXXXXXX
Customer reference number	XXXXXXXXXX
Payment method	210609XXXXXXXXXXXX
Date	03 Jun 2025 09:35 (AEST)
Amount (AUD)	\$160.00

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 a payment error interface from ASIC. At the top left is the ASIC logo (Australian Securities and Investments Commission). A progress bar at the top right shows three steps: 'Shopping cart' with a green checkmark, 'Payment details' with a green checkmark, and 'Payment complete' with a red 'X'. The main content area is split into two panels. The left panel has a white background and contains the text: 'The transaction has been denied', 'You can pay with another payment method.', and 'cardholder'. The right panel has a white background and contains the text: 'Payment overview', 'Total charge: AUD 100.00', and 'Reference number: 2106090 XXXXXXXXXXXXX'. Below this text is a blue button labeled 'Retry' and a link labeled 'Cancel'.