

User Guide

ASIC Regulatory Portal Information for Service Providers

How to act on behalf of an entity

Version 1.0



ASIC

Australian Securities & Investments Commission

Information for service providers and their clients

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 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, the submission of 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.



For more information about the ASIC Regulatory Portal visit our information page – <http://www.asic.gov.au/regulatory-portal>

What your clients need to do:

1. Go to the **ASIC Regulatory Portal** – <https://regulatoryportal.asic.gov.au/>
2. **Register** for portal access

The screenshot shows the ASIC Regulatory Portal homepage. At the top left is the ASIC logo and the text 'ASIC Australian Securities & Investments Commission'. At the top right are links for 'Help | Log in'. Below the navigation bar, there is a 'Back to asic.gov.au' link. The main heading is 'ASIC Regulatory Portal'. The central message is 'Your central access to ASIC's growing suite of digital services'. There are two buttons: 'Log in' with the subtext 'Already registered for the portal?' and 'Register' with the subtext 'Need to register for portal access?'. The 'Register' button is highlighted with a red border.



For more information on **how to register** including step-by-step user guides and videos, see our portal help page - <https://regulatoryportal.asic.gov.au/faq/>

3. Log in to the portal

ASIC
Australian Securities & Investments Commission

Help | Log in

< Back to ASIC.gov.au

ASIC Regulatory Portal

Your central access to ASIC's growing suite of digital services

Log in
Already registered for the portal?

Register
Need to register for portal access?

 For more information on **how to log in** including step-by-step user guides and videos, see our portal help page - <https://regulatoryportal ASIC.gov.au/faq/>

4. Invite a you to connect to their entity

Entity details **Users** Licences and registrations Entity contacts

Managing users

Before you invite others to use the portal on behalf of an entity, you should understand the Access level you can allocate to them.

In summary, a Senior administrator has the highest Access level; an Administrator has similar access to a Senior administrator except they cannot invite a Senior administrator; an Approver can launch, edit and submit a form or transaction; an Editor can only launch and edit a form or transaction.

To change a user's Access level, connection or invitation status use the 'cog' icon to the left of a user's name. If you don't see a cog, you cannot change that users details.

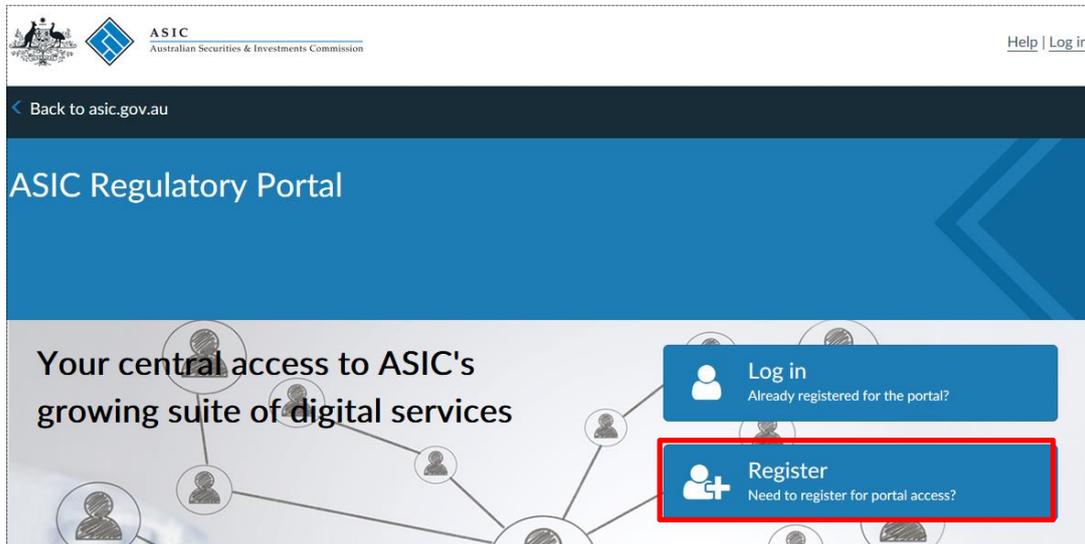
+ Invite new user to entity

 We will send an email to the invitee containing an invitation key that will enable you to connect to the entity. **Note:** You will need to register for portal access if you don't have an existing login.

For more on information on **how to invite someone to connect to an entity** including step-by-step user guides and videos, see our portal help page - <https://regulatoryportal ASIC.gov.au/faq/>

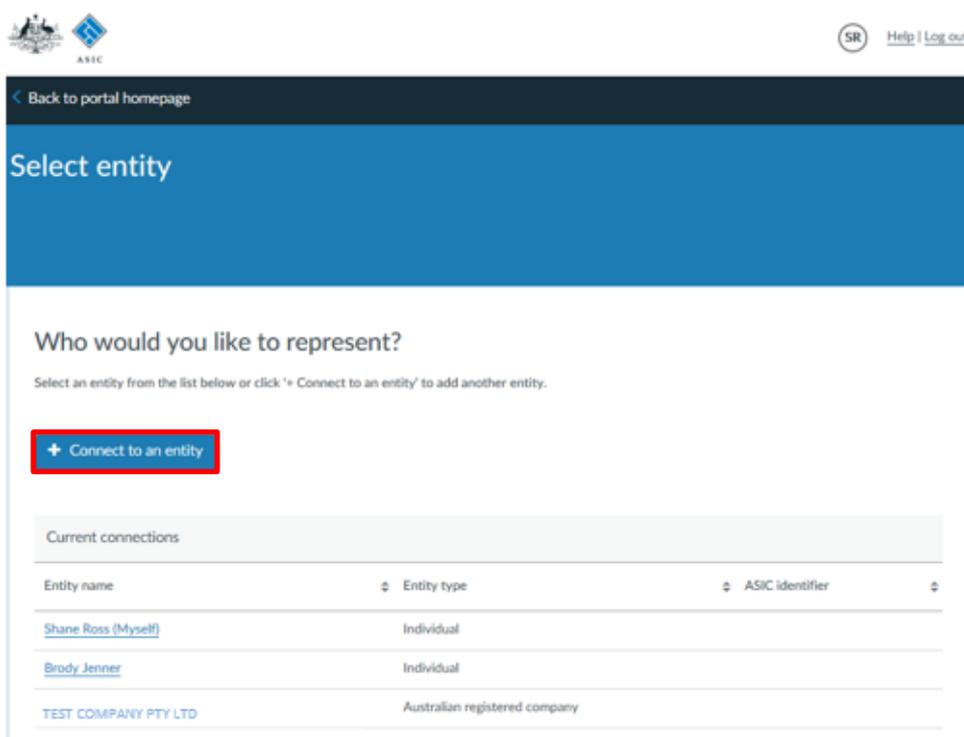
What you need to do:

1. Go to the **ASIC Regulatory Portal** – <https://regulatoryportal.asic.gov.au/>
- 2a. **Register** for portal access if you have not registered for portal access. You will be given the option to register using your invitation key. 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 - <https://regulatoryportal.asic.gov.au/faq/>

- 2b. **Log in** to the portal if you have already registered for portal access. Once you log in, click **Connect to an entity** on the select entity page. You will be given an option to connect to an entity using your invitation key. Once you have connected to the entity, you are now 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 - <https://regulatoryportal.asic.gov.au/faq/>