



User Guide  
ASIC Regulatory Portal

# How to make a payment online via the portal

Version 1.0

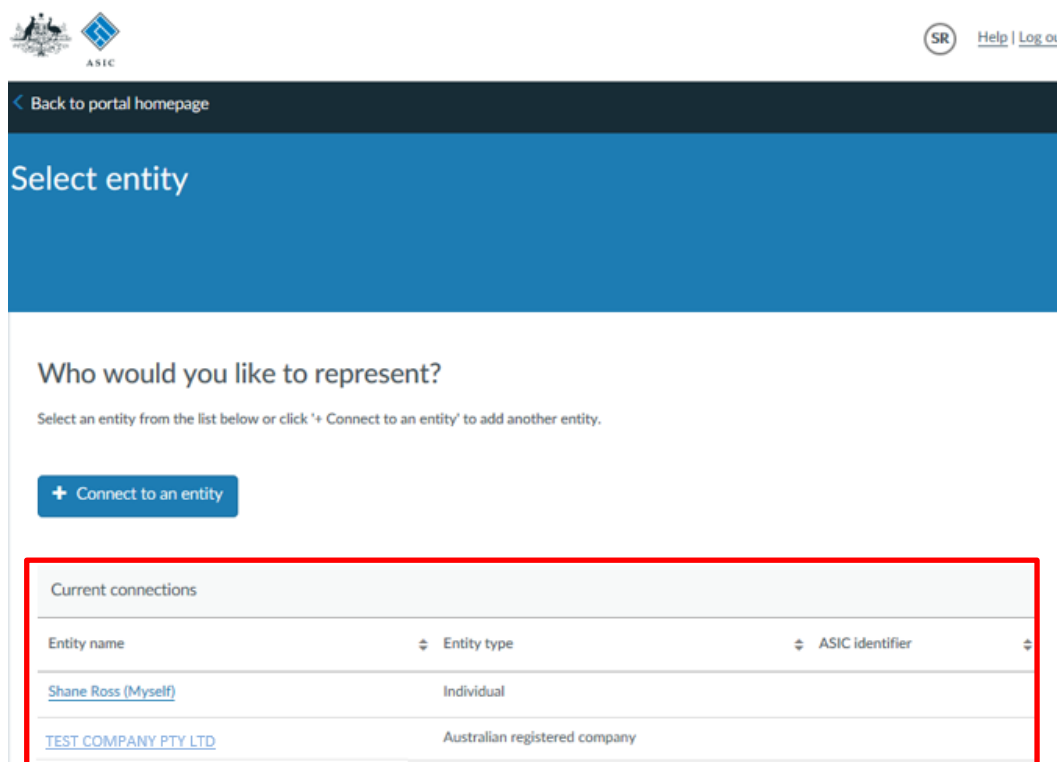


**ASIC**

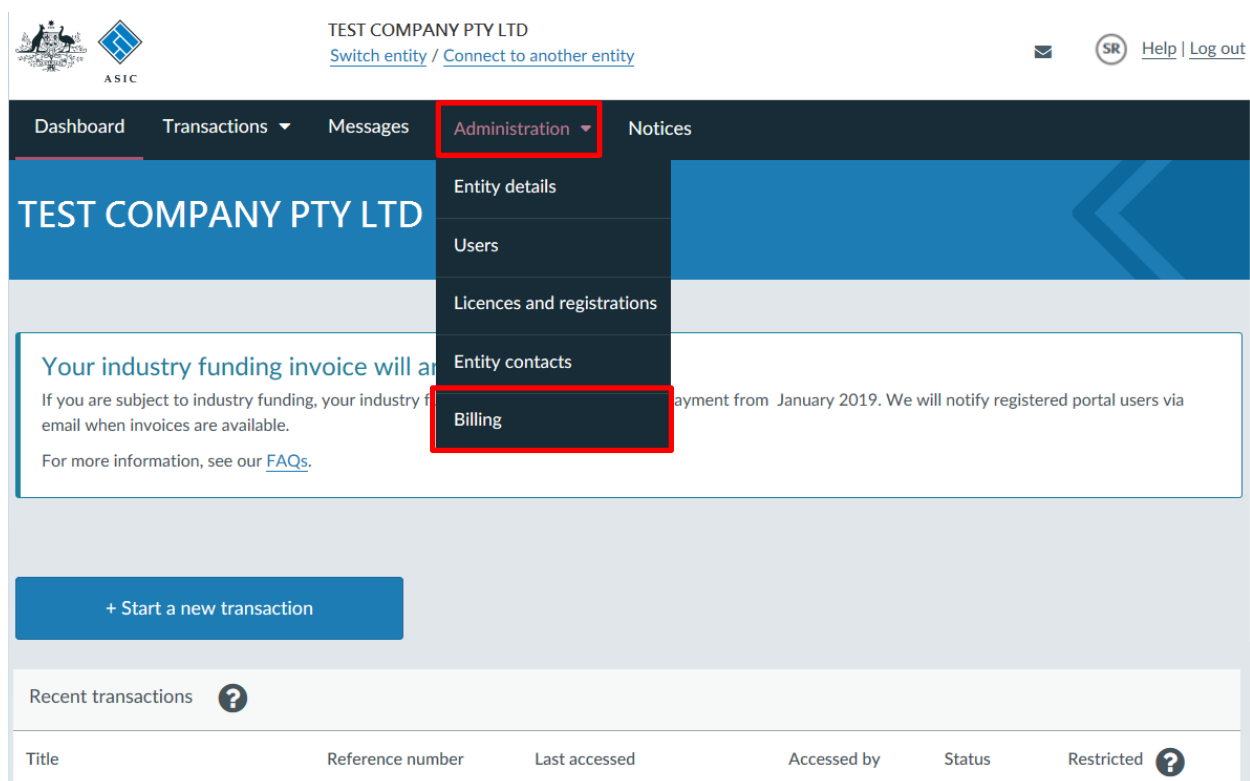
Australian Securities & Investments Commission

## How to make a payment online via the portal

1. Log in to the **ASIC Regulatory Portal** – <https://regulatoryportal.asic.gov.au/>
2. This will open the Select entity page which will list all your current connections. Select an **entity** from your list of current connections.



3. This will open the **entity's dashboard**. Click on **Administration** in the top navigation bar and select **Billing** from the drop-down menu.



4. This will open the **Administration billing** tab.



There are two types of invoices available in the portal:

- **Industry funding invoices** – applicable to regulated entities with industry funding obligations. For more information, see our [industry funding page](#).
- **Other invoices** – applicable to applications and transactions relating to licences and professional registrations, applications for relief and review or corporate finance transaction documents.

- To make a payment for an industry funding invoice, select the **industry funding invoices and reminder notices** tab

The screenshot shows the 'Administration' header in a blue bar. Below it is a navigation menu with tabs: 'Billing', 'Entity details', 'Users', 'Licences and registrations', and 'Entity contacts'. Underneath, there are two sub-tabs: 'Invoices and reminder notices' and 'Industry funding invoices and reminder notices'. The second sub-tab is highlighted with a red border. Below the tabs is a box titled 'Industry funding invoices and reminder notices history' with a note: 'Please be aware your latest invoice may not include all of your most recent transaction(s) and/or payment(s).'

- To make a payment for an other invoices, select the **invoices and reminder notices** tab

The screenshot shows the 'Administration' header in a blue bar. Below it is a navigation menu with tabs: 'Billing', 'Entity details', 'Users', 'Licences and registrations', and 'Entity contacts'. Underneath, there are two sub-tabs: 'Invoices and reminder notices' and 'Industry funding invoices and reminder notices'. The first sub-tab is highlighted with a red border. Below the tabs is a box titled 'Invoices and reminder notices history' with a note: '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.'



It's important you select the billing tab that relates to the type of invoice you wish to make a payment for, as the customer reference details will differ.

5. Click **Make a payment now**.

## Administration

Billing Entity details Users Licences and registrations Entity contacts

Invoices and reminder notices Industry funding invoices and reminder notices

### 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.

**\$ Make a payment now**

Invoices and reminder notices

Date issued	Type
<a href="#">22 Dec 2018 00:00 (AEDT)</a>	Invoice

6. This will open the Make a payment page. Click **Pay now by credit / debit card** to pay now by credit / debit card.

## Payment options

Available online payment options are displayed below

**Important notice**  
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 days before ASIC receives this payment.

### Payment options

The quickest and easiest way to pay is with BPAY or a credit/debit card. You can also pay invoice directly.

#### Pay now

Visa or MasterCard are accepted

Customer reference: **210609000038968**

**Card payment is processed by Government EasyPay**  
Your card payment will be processed in a new tab/window by secure Government EasyPay.  
Once payment is complete you can close the browser tab/window to return to this page.

**Pay now by credit / debit card**

#### Pay later

Make sure you provide the correct unique payment reference number (PRN) in the reference

**BPAY**

Billor code: **17301**  
Customer reference: **609000038963**

**i** 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.

7. This will open a payment page in new browser window. Enter the **payment details**, then click **Pay Now**

The screenshot shows a web browser window displaying the ASIC payment page. The page header includes the ASIC logo and the text "ASIC Australian Securities & Investments Commission". The main content area contains several input fields: a text box with the value "2106090000038968", a text box labeled "Amount", a text box labeled "Card Number", a text box labeled "MM / YY", a text box labeled "CVV / CVC", and a text box labeled "Cardholder Name". Below these fields is a purple button labeled "Pay Now". The entire form area is enclosed in a red rectangular border. At the bottom of the page, it says "Secure payments provided by bambora".

8. Review the payment details and if okay, click Pay Now.

The screenshot shows the same web browser window, but now displaying a summary of the payment details. The page header is the same. Below the header, the text "Total Amount \$10.00" is displayed. A table lists the following details:

Customer Reference	2106090000038968
Amount	10.00
Surcharge	0.00
Cardholder Name	Cardholder Name
Card Number	424242*****4242
Card Expiry	03 / 21

Below the table are two buttons: a purple button labeled "Pay Now" and a purple button labeled "Back". The "Pay Now" button is highlighted with a red rectangular border. At the bottom of the page, it says "Secure payments provided by bambora".



If the payment is successful, a message thanking you for your payment will be shown.

**We recommend you write down the receipt number and request a receipt for your own records.**

To receive a payment receipt, enter the **email address** where you would like the receipt sent, then click **Send Receipt**.

