



ASIC

Connect

User guide

ASIC Connect - Business names

How to order an ASIC key through ASIC Connect

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



How to order an ASIC key through ASIC Connect

- The ASIC key is a number unique to each business name and sent to business name holders. It is similar to the PIN used for your bank account, and is used for business name transactions with ASIC.
- You receive your ASIC key with your business name registration letter or renewal notice. You can also request an ASIC key at any time through [ASIC Connect](#).
- You can access assistance with ordering an ASIC key, and other transactions, via the help button.

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



Connect

ASIC

Get started

To get started in ASIC Connect, you will need to log in.

If you don't have an account, select **Get started** in the blue Business names box.

If you already have an account, click here to proceed to requesting an ASIC key

Welcome

First time user? [Learn more](#) about our new online services.

Information about business names

Why sign up?

Search ASIC's registers

Log in to other ASIC registers

Log in to ASIC Connect
Register, renew or update a business name
[Get Started](#)
[Log in](#)

Log in to other ASIC registers
---Select an Option--- [Go](#)
[Register for online access](#)
[Short seller](#)
[Service availability](#)

Do it now

Search
Search ASIC's registers for companies, business names, documents and more.
[Search now](#)

See more on YouTube
Watch our YouTube videos to find out about our new services.
[View now](#)

What's new

1. **Update your business name details online**
12 December 2012
2. **Business names service update**
5 December 2012
3. **Business name renewals**
30 November 2012
4. **Business names service update**
30 November 2012

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade mark check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)

Follow ASIC

[FOLLOW US ON twitter](#)

[See more on YouTube](#)

[Join us on facebook](#)

[ASIC WEBCAST](#)

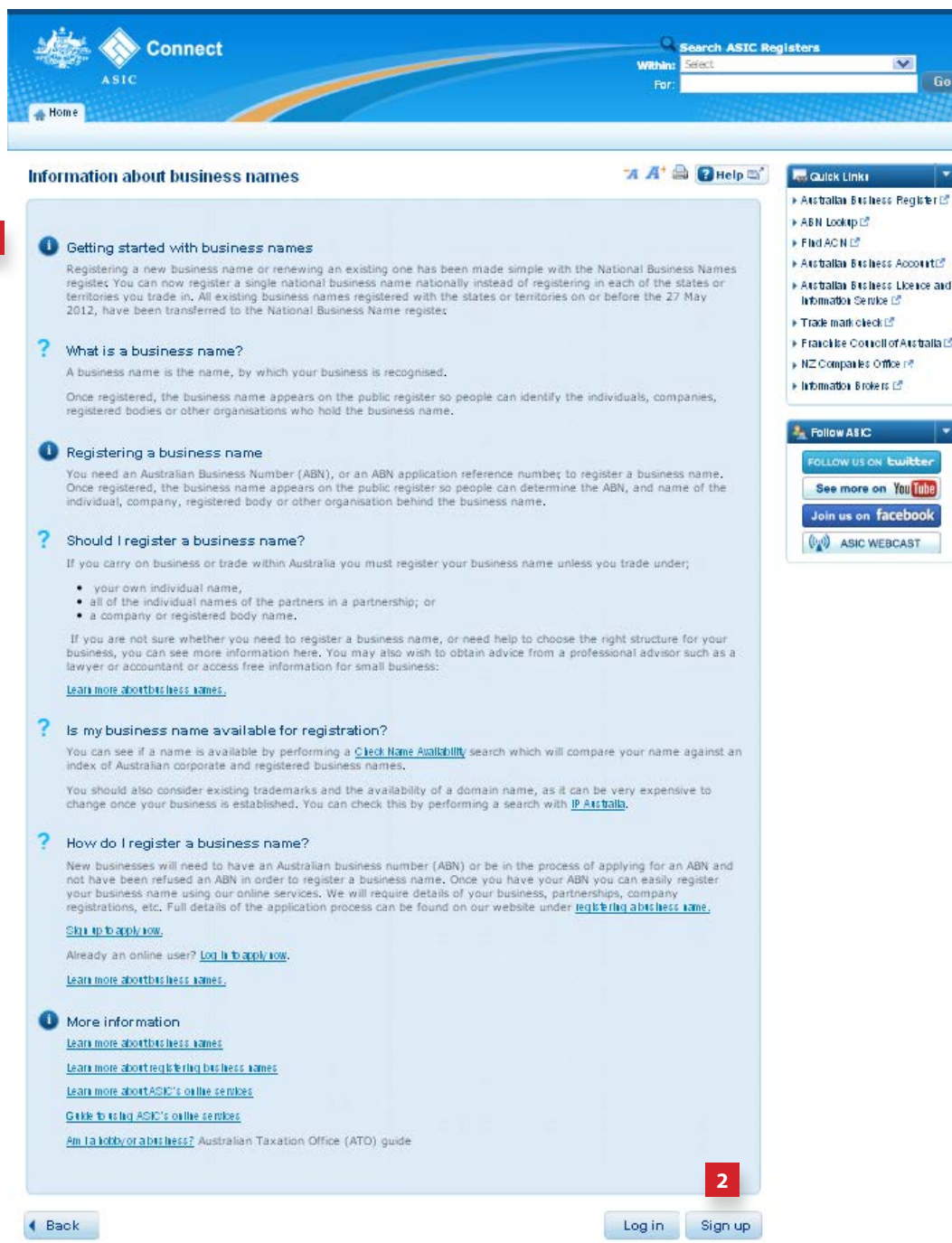
[Help](#) | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Contact us](#)

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Before you start

1. Read the information about ASIC Connect and business names.
2. Select **Sign up** at the bottom of the page.

1



The screenshot shows the ASIC Connect website. At the top, there's a header with the ASIC logo and a search bar. Below the header, the main content area is titled 'Information about business names'. It contains several sections with icons and text:

- Getting started with business names**: A section with an information icon (i) explaining that registering a new business name or renewing an existing one has been made simple with the National Business Names register.
- What is a business name?**: A section with a question mark icon (?) explaining that a business name is the name by which your business is recognised.
- Registering a business name**: A section with an information icon (i) explaining that you need an Australian Business Number (ABN) or an ABN application reference number to register a business name.
- Should I register a business name?**: A section with a question mark icon (?) explaining that if you carry on business or trade within Australia, you must register your business name unless you trade under:
 - your own individual name,
 - all of the individual names of the partners in a partnership; or
 - a company or registered body name.
- Is my business name available for registration?**: A section with a question mark icon (?) explaining that you can see if a name is available by performing a [Check Name Availability](#) search.
- How do I register a business name?**: A section with a question mark icon (?) explaining that new businesses will need to have an Australian business number (ABN) or be in the process of applying for an ABN.
- More information**: A section with an information icon (i) providing links to [Learn more about business names](#), [Learn more about registering business names](#), [Learn more about ASIC's online services](#), [Guide to using ASIC's online services](#), and [Am I a hobby or a business?](#)

At the bottom of the page, there are buttons for 'Back', 'Log in', and 'Sign up'. A red box with the number 2 is located at the bottom right of the page content.

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



Sign up

1. Enter your email address. This will become your username.
2. Enter a password of your choice in the field provided.
3. Enter your personal details (given name, family name, phone).
4. Select a security question from the drop-down box and enter the answer.
5. Tick the box to confirm you have read and accept the terms and conditions.
6. Select **Create account** to proceed.

Search ASIC Registers

Within: Select

For: Go

Home

Sign up

Your details * Mandatory fields

Enter your details below.

* Username (email address):

* Confirm username (email address):

* Password:

* Confirm password:

* Given name:

Other given names:

* Family name:

* Phone: ☐ Work ☐ Home ☐ Mobile

()

* Security question: -- Select --

* Security answer:

☐ * I have read and accepted the terms and conditions of the [ASIC Electronic Lodgement Protocol - Business Names](#).
We may use the details you provide on this page to contact you in regards to problems with your transactions.
See [how we use your information](#) for more details.

Back

Create account

Quick Links

- Australian Business Register
- ABN Lookup
- Find ACN
- Australian Business Account
- Australian Business Licence and Information Service
- Trade mark check
- Franchise Council of Australia
- NZ Companies Office
- Information Brokers

Follow ASIC

FOLLOW US ON [twitter](#)

See more on [YouTube](#)

Join us on [facebook](#)

ASIC WEBCAST

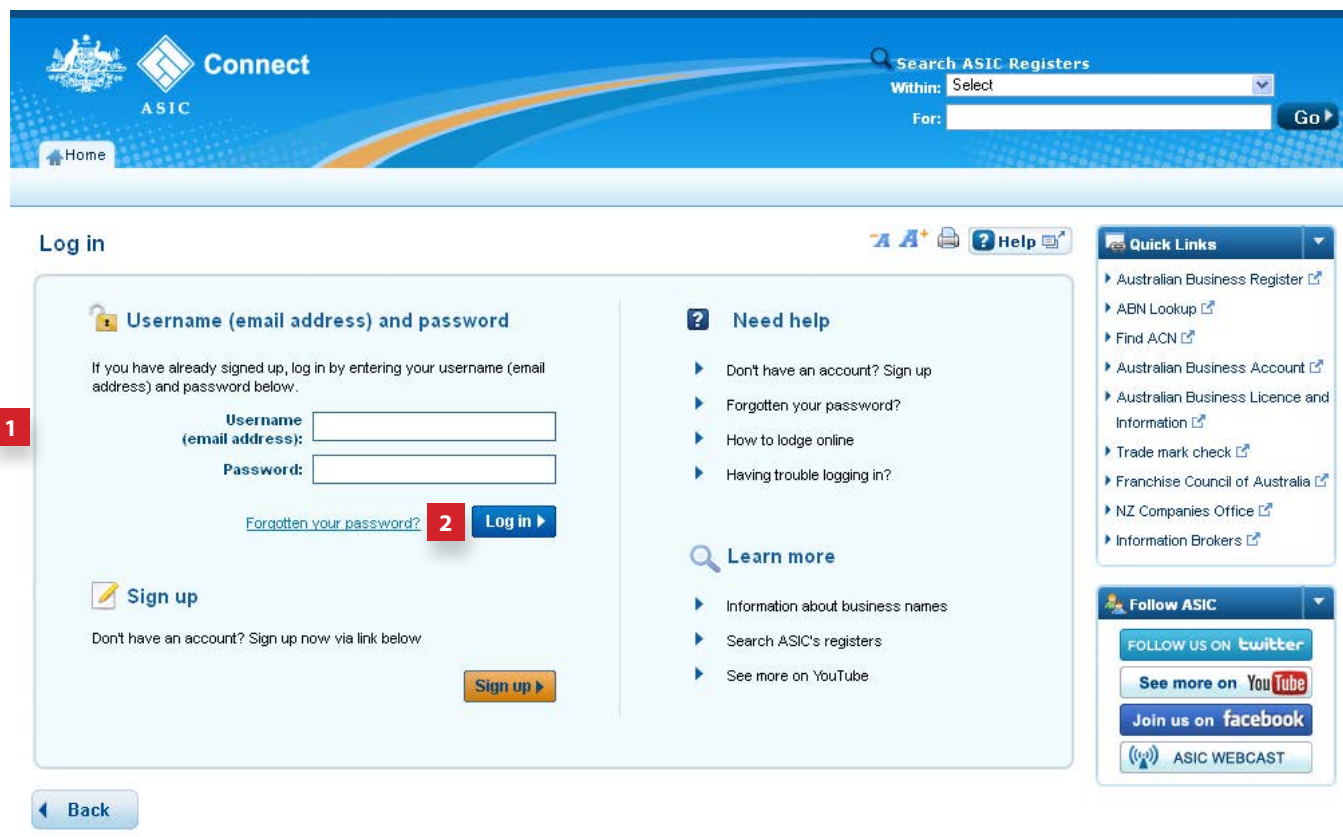
The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Log in

We will send an activation email to the email address you provided. This can take up to 15 minutes to reach you depending on your email provider.

After you receive your email, open it, and click on the **Activate ASIC Connect account** link. If clicking on the link does not work, you can copy and paste the other link from the email into your web browser.

1. Enter your username (your email address) and password you provided when signing up.
2. Click **Log in** to access your ASIC Connect account



Log in

Username (email address) and password

If you have already signed up, log in by entering your username (email address) and password below.

Username (email address):

Password:

[Forgotten your password?](#) **2** **Log in ▶**

Sign up

Don't have an account? Sign up now via link below **Sign up ▶**

Need help

- ▶ Don't have an account? Sign up
- ▶ Forgotten your password?
- ▶ How to lodge online
- ▶ Having trouble logging in?

Learn more

- ▶ Information about business names
- ▶ Search ASIC's registers
- ▶ See more on YouTube

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

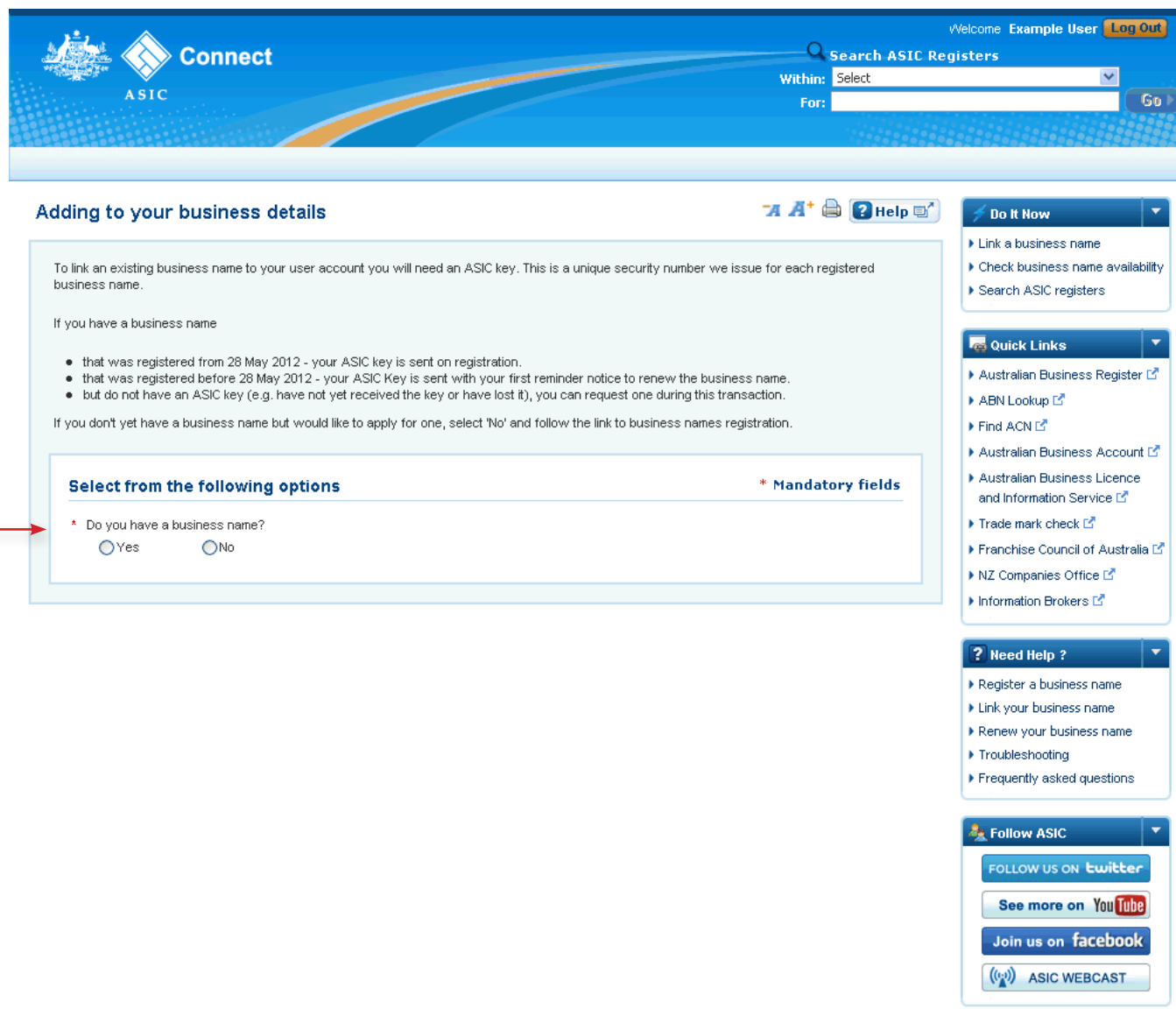
Back

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Adding to your business details

When you log into the service for the first time, you will be prompted to add business names to your account.

To add a business name to your account, select **Yes**.



Adding to your business details

To link an existing business name to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name.

If you have a business name

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you don't yet have a business name but would like to apply for one, select 'No' and follow the link to business names registration.

Select from the following options * Mandatory fields

* Do you have a business name?

☒ Yes ☐ No

Do It Now

- ▶ Link a business name
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help ?

- ▶ Register a business name
- ▶ Link your business name
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Adding to your business details

When you log into the service for the first time, you will be prompted to add business names to your account.

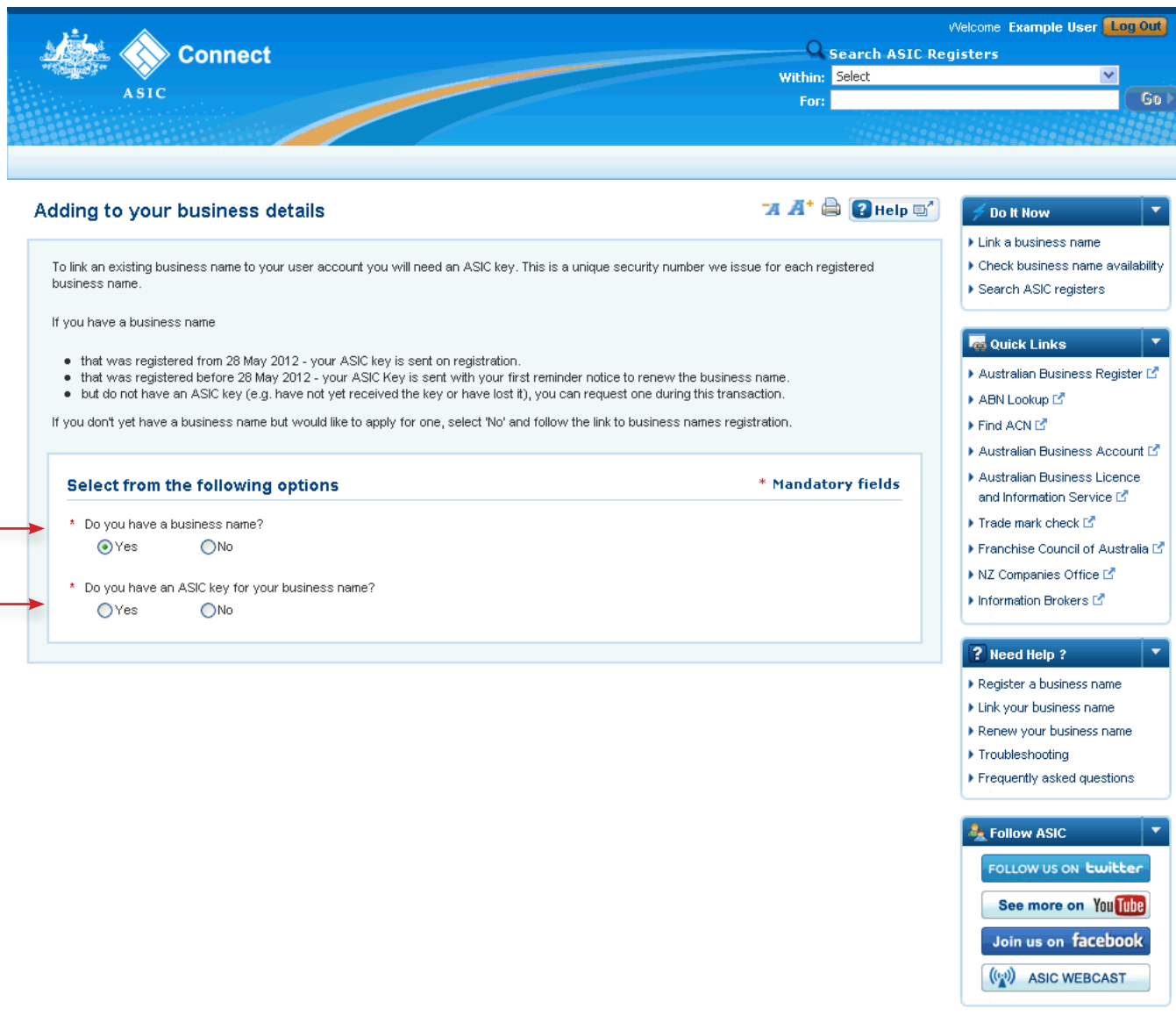
To add a business name to your account, select **Yes**.

Get an ASIC key

You must have an ASIC key for the business name to link it to your account.

You will be asked if you have an ASIC key for your business name.

Select **No** and you will be prompted to request an ASIC key.



Adding to your business details

To link an existing business name to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name.

If you have a business name

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you don't yet have a business name but would like to apply for one, select 'No' and follow the link to business names registration.

Select from the following options * Mandatory fields

* Do you have a business name?
☒ Yes ☐ No

* Do you have an ASIC key for your business name?
☐ Yes ☐ No

Do It Now

- ▶ Link a business name
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help ?

- ▶ Register a business name
- ▶ Link your business name
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



Adding to your business details

When you log into the service for the first time, you will be prompted to add business names to your account.

To add a business name to your account, select **Yes**.

Get an ASIC key

You must have an ASIC key for the business name to link it to your account.

You will be asked if you have an ASIC key for your business name.

Select **No** and you will be prompted to request an ASIC key.

Request the ASIC key

1. Enter your business name.
2. Enter your state/territory number or enter your ABN.

You can click on the relevant links to assist in searching for your business name. Verify that you have the right business name and the address is correct. If your address is not correct you need to update it by lodging our [maintenance smart form](#).

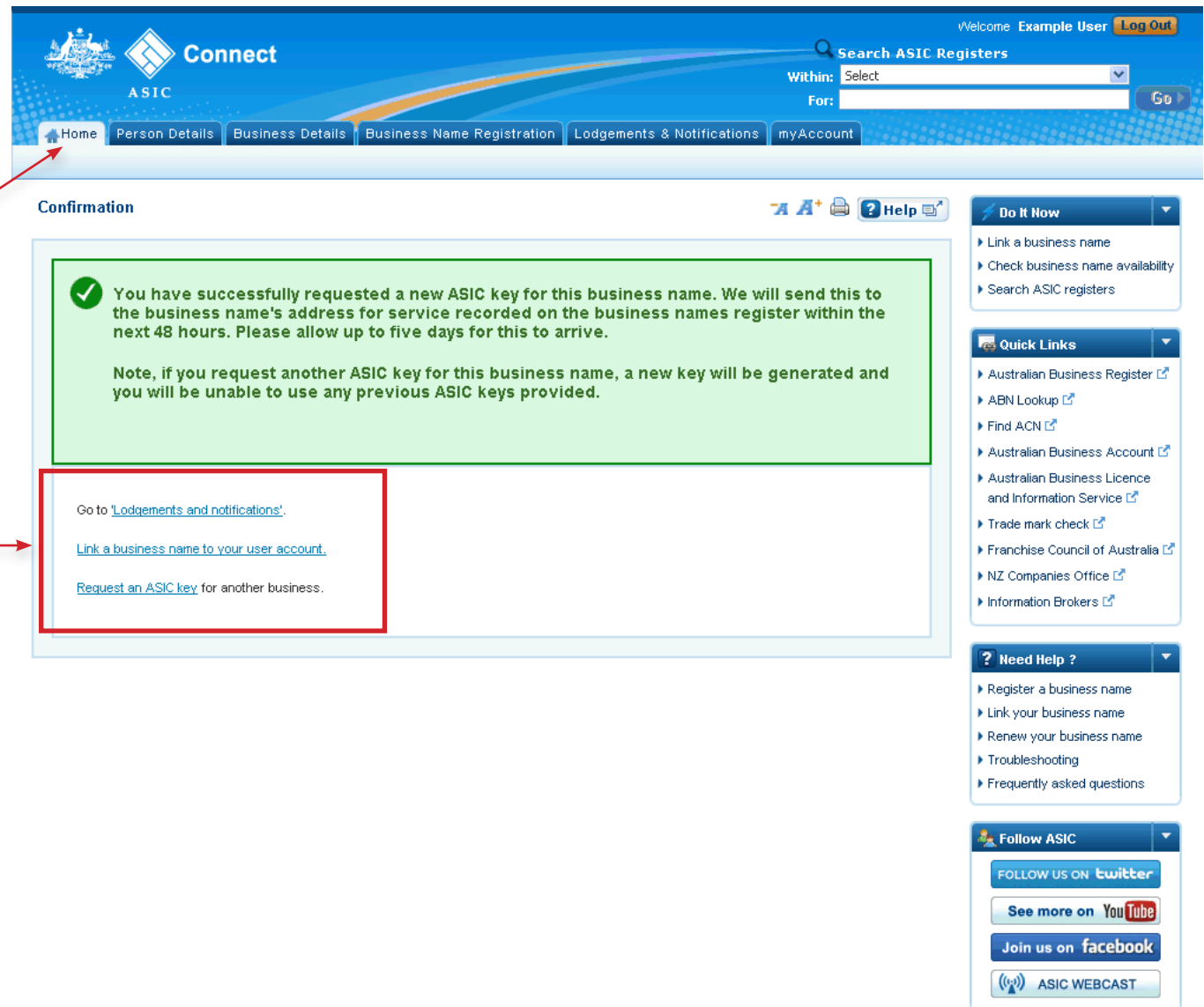
After completing the details, click on **Request an ASIC key**.

Confirmation

You will receive confirmation that your request for an ASIC key was successful.

- Select **Home** to return to the home page,
- or
- Select one of the links for more information about other services.

Note: The ASIC key will be sent to the address for service of documents recorded on the business name register.



Confirmation

✓ You have successfully requested a new ASIC key for this business name. We will send this to the business name's address for service recorded on the business names register within the next 48 hours. Please allow up to five days for this to arrive.

Note, if you request another ASIC key for this business name, a new key will be generated and you will be unable to use any previous ASIC keys provided.

Go to ['Lodgements and notifications'](#).

[Link a business name to your user account.](#)

[Request an ASIC key](#) for another business.

Do It Now

- ▶ Link a business name
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help ?

- ▶ Register a business name
- ▶ Link your business name
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Ordering an ASIC key

This section only applies if you already have an ASIC Connect account

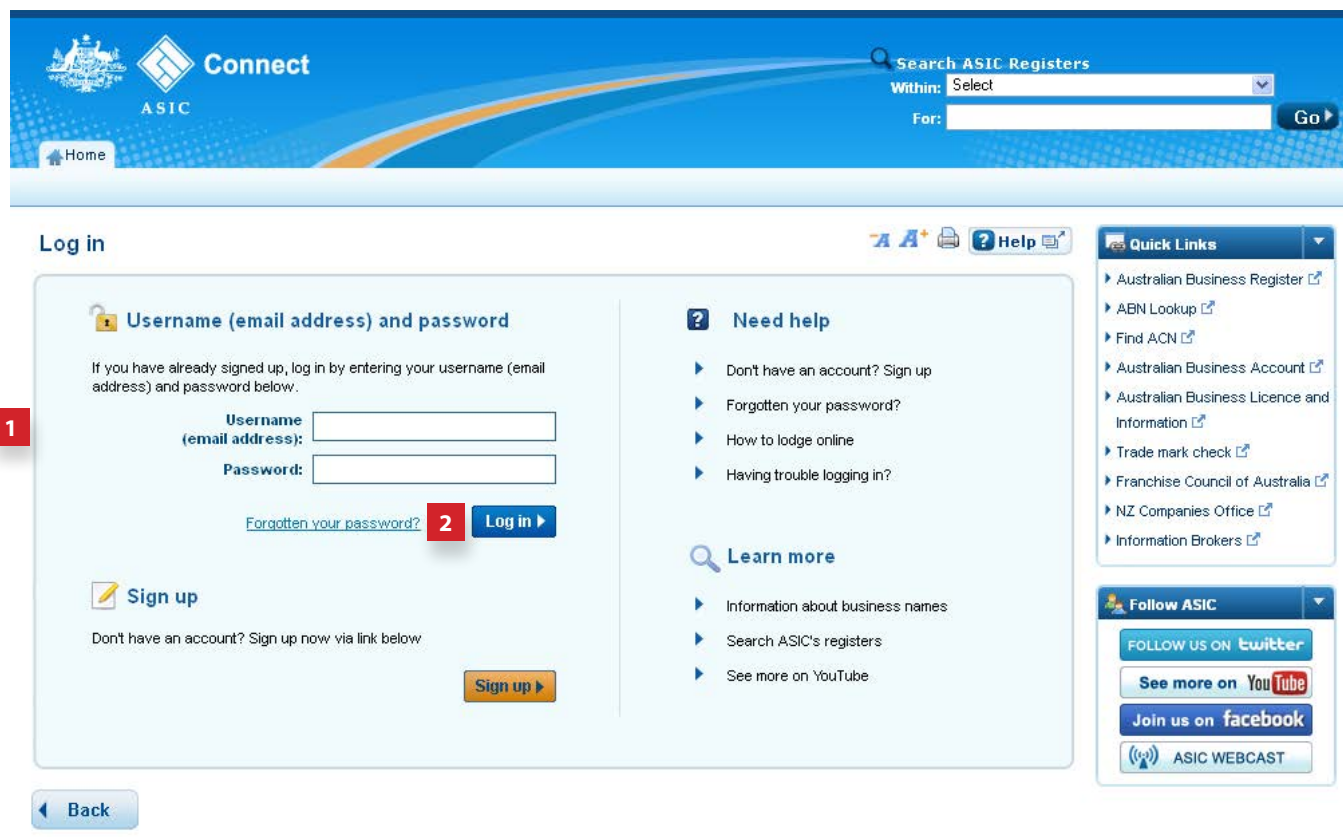
[Click here to proceed](#)

[Click here to return to
Get started page](#)

Ordering an ASIC key

Log in to your account.

1. Enter your username (your email address) and password you provided when signing up.
2. Click **Log in** to access your ASIC Connect account



The screenshot shows the ASIC Connect login page. At the top, there is a header with the ASIC logo and the text 'Connect'. Below the header, there is a search bar for 'Search ASIC Registers' with a 'Within:' dropdown and a 'For:' dropdown, followed by a 'Go' button. The main content area is titled 'Log in' and contains a login form. The form has two input fields: 'Username (email address):' and 'Password:'. Below the password field is a link for 'Forgotten your password?' and a 'Log in' button. To the left of the login form, there is a red box with the number '1' pointing to the login form. Below the login form, there is a 'Sign up' button. To the right of the login form, there is a 'Need help' section with links for 'Don't have an account? Sign up', 'Forgotten your password?', 'How to lodge online', and 'Having trouble logging in?'. Below the 'Need help' section, there is a 'Learn more' section with links for 'Information about business names', 'Search ASIC's registers', and 'See more on YouTube'. On the far right, there is a 'Quick Links' section with links for 'Australian Business Register', 'ABN Lookup', 'Find ACN', 'Australian Business Account', 'Australian Business Licence and Information', 'Trade mark check', 'Franchise Council of Australia', 'NZ Companies Office', and 'Information Brokers'. Below the 'Quick Links' section, there is a 'Follow ASIC' section with links for 'FOLLOW US ON twitter', 'See more on YouTube', 'Join us on facebook', and 'ASIC WEBCAST'. At the bottom left, there is a 'Back' button.

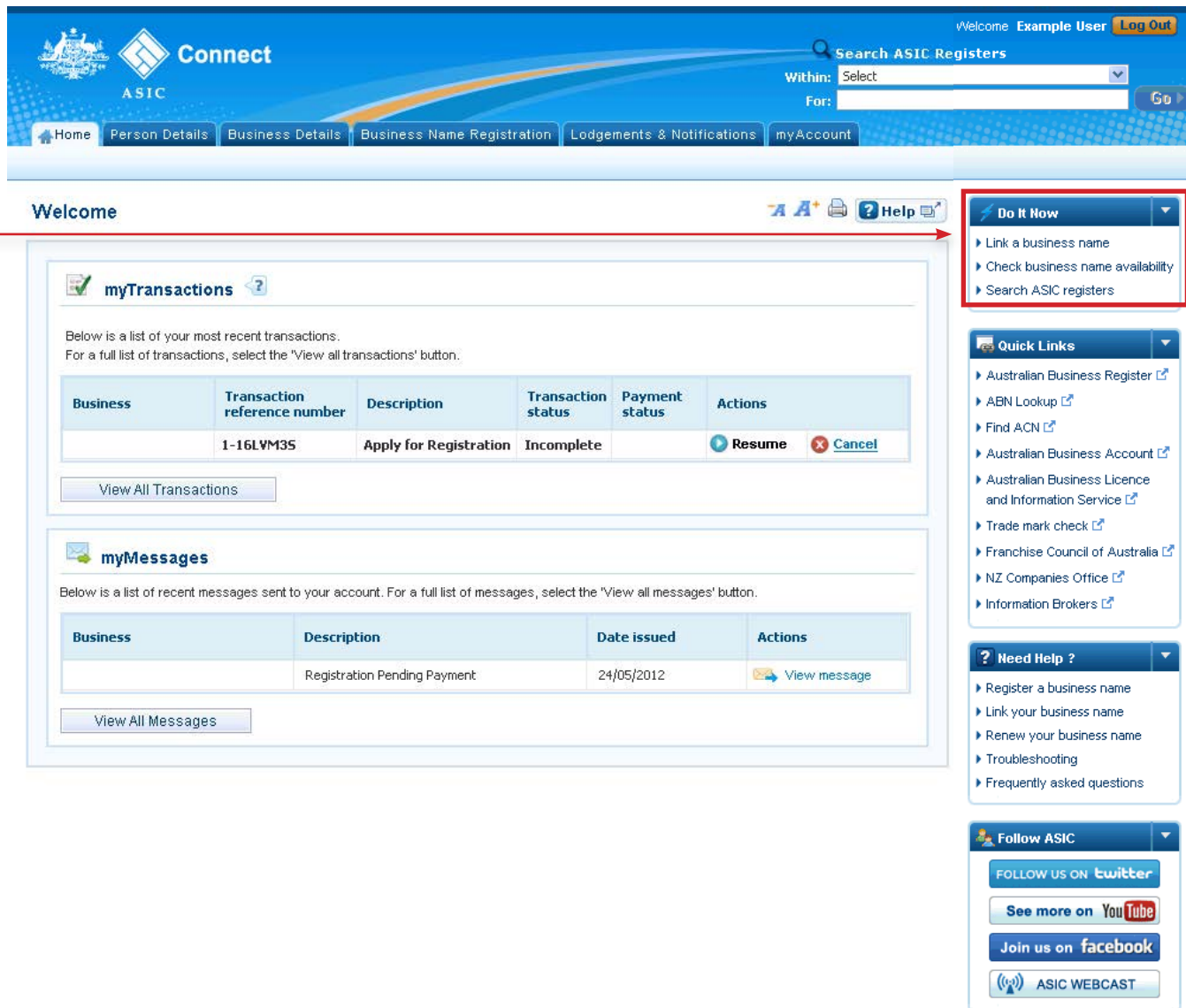
1

2

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Ordering an ASIC key

Under the **Do It Now** box on the right-hand side, select **Link a business name**.



Welcome **Example User** [Log Out](#)

Search ASIC Registers

Within: For: [Go](#)

[Home](#) [Person Details](#) [Business Details](#) [Business Name Registration](#) [Lodgements & Notifications](#) [myAccount](#)

Welcome

myTransactions

Below is a list of your most recent transactions.
For a full list of transactions, select the 'View all transactions' button.

Business	Transaction reference number	Description	Transaction status	Payment status	Actions
	1-16LVM35	Apply for Registration	Incomplete		Resume Cancel

[View All Transactions](#)

myMessages

Below is a list of recent messages sent to your account. For a full list of messages, select the 'View all messages' button.

Business	Description	Date issued	Actions
	Registration Pending Payment	24/05/2012	View message

[View All Messages](#)

Do It Now

- [Link a business name](#)
- [Check business name availability](#)
- [Search ASIC registers](#)

Quick Links

- [Australian Business Register](#)
- [ABN Lookup](#)
- [Find ACN](#)
- [Australian Business Account](#)
- [Australian Business Licence and Information Service](#)
- [Trade mark check](#)
- [Franchise Council of Australia](#)
- [NZ Companies Office](#)
- [Information Brokers](#)

Need Help ?

- [Register a business name](#)
- [Link your business name](#)
- [Renew your business name](#)
- [Troubleshooting](#)
- [Frequently asked questions](#)

Follow ASIC

[FOLLOW US ON twitter](#)

[See more on YouTube](#)

[Join us on facebook](#)

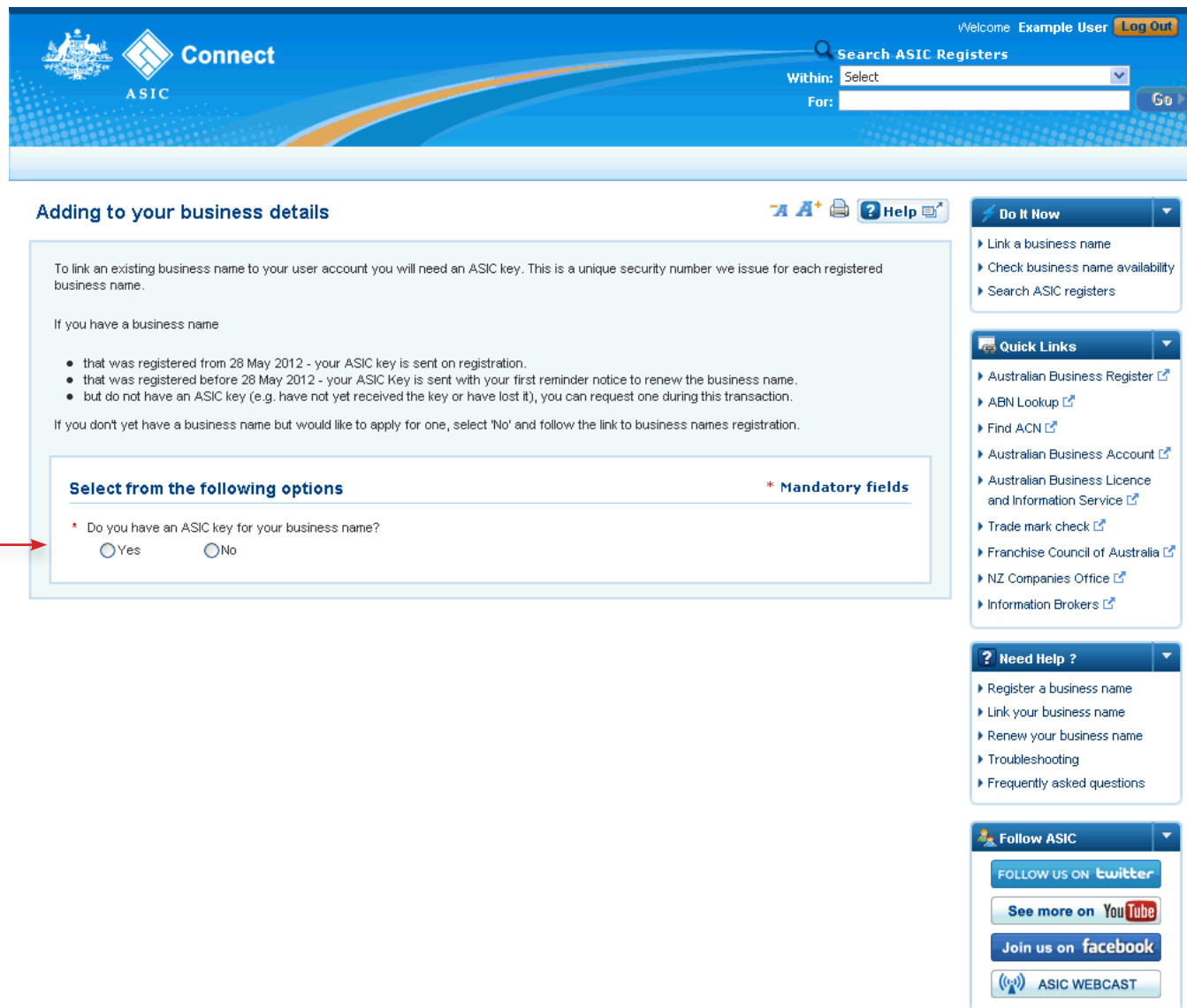
[ASIC WEBCAST](#)

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Ordering an ASIC key

You will be asked if you have an ASIC key for your business name.

Select **No** and you will be prompted to request an ASIC key.



Adding to your business details

To link an existing business name to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name.

If you have a business name

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you don't yet have a business name but would like to apply for one, select 'No' and follow the link to business names registration.

Select from the following options * Mandatory fields

* Do you have an ASIC key for your business name?

☐ Yes ☐ No

Do It Now

- ▶ Link a business name
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help ?

- ▶ Register a business name
- ▶ Link your business name
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.

Ordering an ASIC key

You will be asked if you have an ASIC key for your business name.

Select **No** and you will be prompted to request an ASIC key.

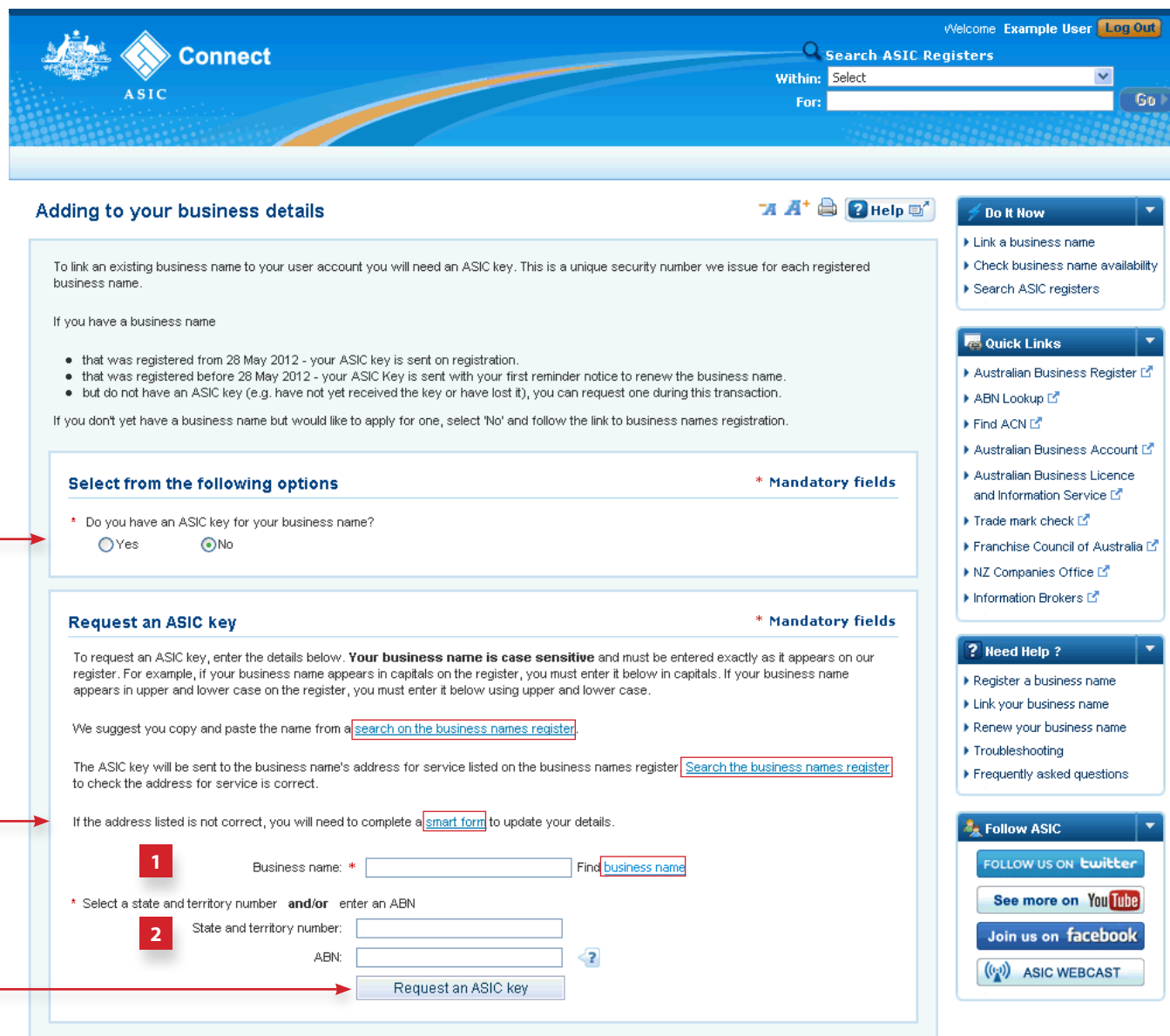
Request the ASIC key

1. Enter your business name.
2. Enter your state/territory number or enter your ABN.

Optionally, you can click on the relevant links to assist in searching for your business name. Verify that you have the right business name and the address is correct. If your address is not correct you need to update it by lodging our [maintenance smart form](#).

After completing the details, click on **Request an ASIC key**.

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.



Adding to your business details

To link an existing business name to your user account you will need an ASIC key. This is a unique security number we issue for each registered business name.

If you have a business name

- that was registered from 28 May 2012 - your ASIC key is sent on registration.
- that was registered before 28 May 2012 - your ASIC Key is sent with your first reminder notice to renew the business name.
- but do not have an ASIC key (e.g. have not yet received the key or have lost it), you can request one during this transaction.

If you don't yet have a business name but would like to apply for one, select 'No' and follow the link to business names registration.

Select from the following options * Mandatory fields

* Do you have an ASIC key for your business name?

☐ Yes ☒ No

Request an ASIC key * Mandatory fields

To request an ASIC key, enter the details below. **Your business name is case sensitive** and must be entered exactly as it appears on our register. For example, if your business name appears in capitals on the register, you must enter it below in capitals. If your business name appears in upper and lower case on the register, you must enter it below using upper and lower case.

We suggest you copy and paste the name from a [search on the business names register](#)

The ASIC key will be sent to the business name's address for service listed on the business names register. [Search the business names register](#) to check the address for service is correct.

If the address listed is not correct, you will need to complete a [smart form](#) to update your details.

1 Business name: * Find [business name](#)

* Select a state and territory number **and/or** enter an ABN

2 State and territory number:

ABN:

[Request an ASIC key](#)

Do It Now

- ▶ Link a business name
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help ?

- ▶ Register a business name
- ▶ Link your business name
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

[FOLLOW US ON twitter](#)

[See more on YouTube](#)

[Join us on facebook](#)

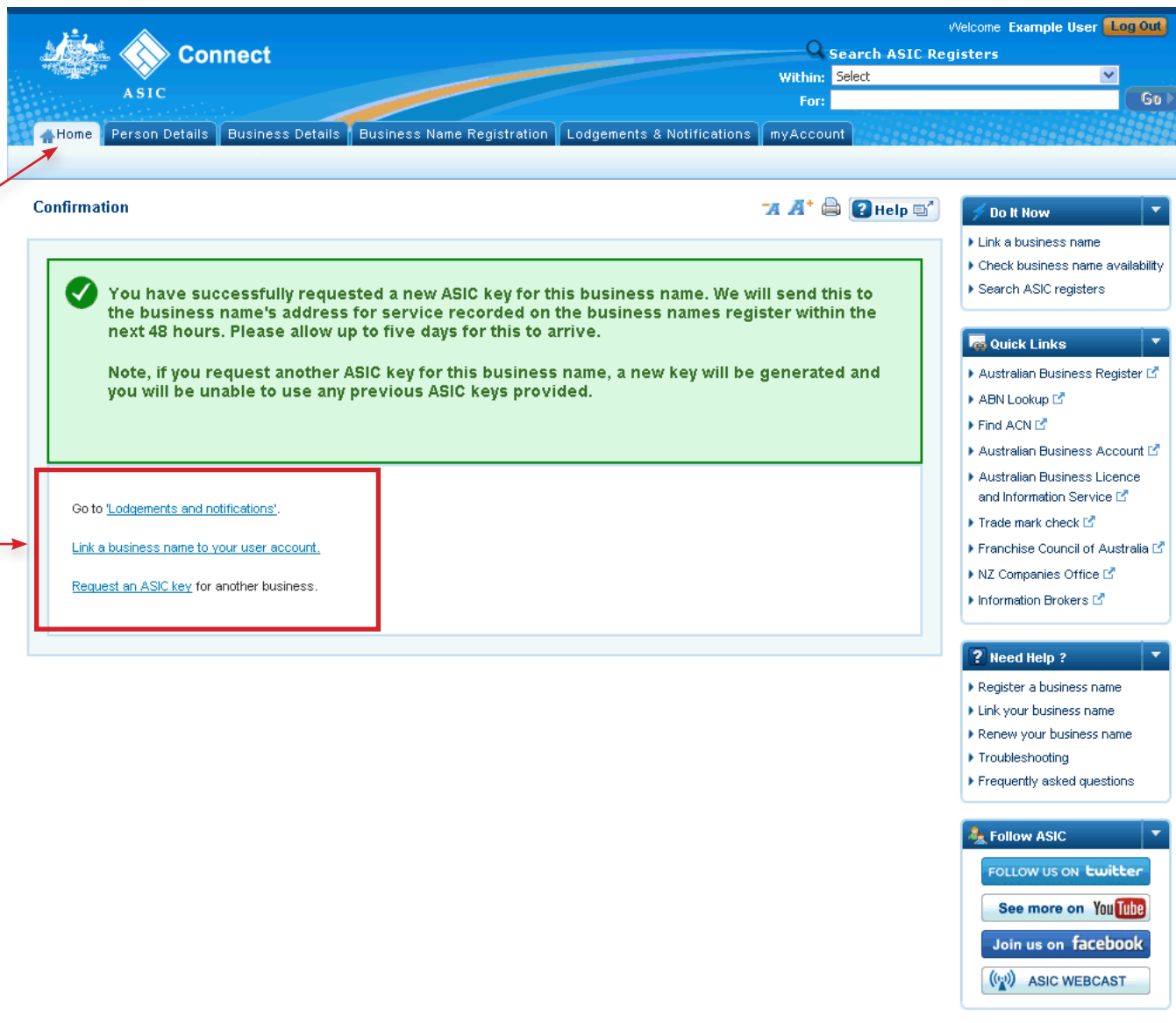
[ASIC WEBCAST](#)

Confirmation

You will receive confirmation that your request for an ASIC key was successful.

- Select **Home** to return to the home page,
- or
- Select one of the links for more information about other services.

Note: The ASIC key will be sent to the address for service of documents recorded on the business name register.



Confirmation

✓ You have successfully requested a new ASIC key for this business name. We will send this to the business name's address for service recorded on the business names register within the next 48 hours. Please allow up to five days for this to arrive.

Note, if you request another ASIC key for this business name, a new key will be generated and you will be unable to use any previous ASIC keys provided.

Go to ['Lodgements and notifications'](#).

[Link a business name to your user account.](#)

[Request an ASIC key](#) for another business.

Do It Now

- ▶ Link a business name
- ▶ Check business name availability
- ▶ Search ASIC registers

Quick Links

- ▶ Australian Business Register
- ▶ ABN Lookup
- ▶ Find ACN
- ▶ Australian Business Account
- ▶ Australian Business Licence and Information Service
- ▶ Trade mark check
- ▶ Franchise Council of Australia
- ▶ NZ Companies Office
- ▶ Information Brokers

Need Help ?

- ▶ Register a business name
- ▶ Link your business name
- ▶ Renew your business name
- ▶ Troubleshooting
- ▶ Frequently asked questions

Follow ASIC

FOLLOW US ON **twitter**

See more on **YouTube**

Join us on **facebook**

ASIC WEBCAST

The screens and data pictured in this guide are examples only. Actual screens can have minor differences in text and layout.