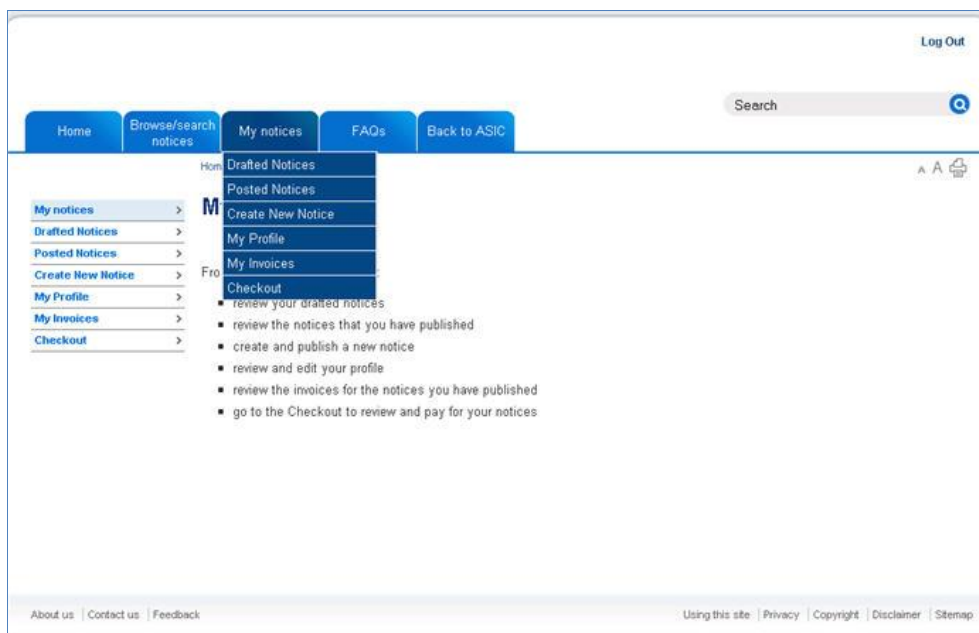




Quick Guide to Publishing Notices

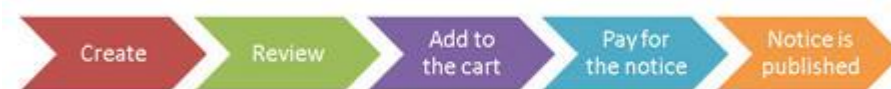
Once you have registered as a user and logged in you can start drafting notices.

In **My Notices** click on **Create New Notice** on the side menu. Then follow the steps below. If you have any questions in relation to the creation of a notice please refer to the FAQs on the website or contact us on insolvencypages@asic.gov.au.



It is a simple five step process to create and publish a notice.

Drafting and publishing notices



Step 1 – Create the notice

1. Complete the **Select notice type** page and click on the **Next** button.
2. Complete the **Enter company details** page and click on the **Next** button.
3. Complete the **Enter notice details** page and click on the **Next** button.

Step 2 – Review the notice

1. Click on the **Preview** button.
Please review the notice carefully. Notices with errors will have to be republished and republication will attract another full fee.



2. Click on the **X** at the top right of the preview panel to close.
3. Read and agree to the Declaration by clicking on the tick box.

You can save a notice by clicking on the **Save Notice** button and review it at a later time by clicking on **Drafted Notices** on the side menu.

Step 3 – Add to the cart

1. Click on the **Add to Cart** button.

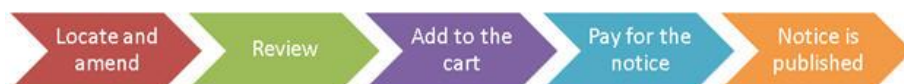
Step 4 – Pay for the notice

1. Go to your Checkout page.
2. Read and agree to the Declaration by clicking on the tick box.
3. Click on the **Pay Now** button.
4. The Payment Gateway panel is displayed.
5. Complete your credit card details.
6. Click on the **Submit** button.
7. An email with the invoice attached will be sent to your email address. You can review your invoices by clicking on **My Invoices** on the side menu.

Step 5 – Notice is published

1. Your notice is published on the website. You can view your published notices by clicking on **Posted Notices** on the side menu.

Replacing a published notice



Step 1 – Locate and amend the original notice

1. Go to your Posted Notices page and locate the notice.
2. Click on the **Replace Notice** button.
Note that you are unable to amend any details on the **Select notice type** page.
3. Click on the **Next** button.
4. If necessary, amend the details on the **Enter company details** page and click on the **Next** button.
5. If necessary, amend the details on the **Enter notice details** page and click on the **Next** button.



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Step 2 – Review the notice

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2. Click on the **X** at the top right of the preview panel to close.
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Step 3 – Add to the cart

1. Click on the **Add to Cart** button.

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1. Your notice is published on the website.