ASIC ONLINE – Company Registration & Invitation Process

How to register your company on ASIC Online

1. Download the ASIC Online Company Registration Form from www. Perthairport.com.au
2. Complete the Application Form:
   - Direct personal email addresses are required for ASIC approvals. Generic email addresses are not acceptable like admin@xxxxxx.com.au
3. Email the application to asic@perthairport.com.au, or lodge the application in person at the Airport Services Office, Alpha Building, 2 George Wienke Drive, Perth Airport
4. Once approved, the Principal Contact and any signatories will receive an email with a link to ASIC Online, your log in details and a temporary password.
5. When you log in to ASIC Online for the first time you will be prompted to change your password.
6. Once your password is updated, the profile creation process is complete and you can log out.

How to send an ASIC Invitation

1. Logon to ASIC Online
2. Click on the ASIC Invite icon

3. Complete the AO / Employer Details page

- Check that the information in the Employee Certification page is correct
- Click the Acknowledge button
- Click on Next at the top of the screen
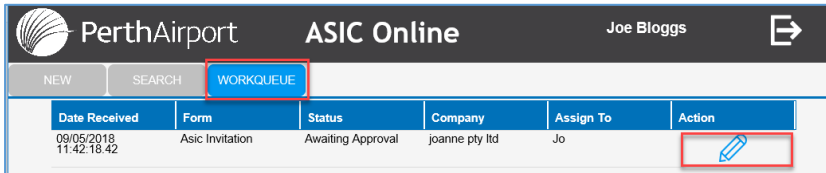
4. Complete Applicant Details page

- Complete the applicant's personal details
  - Their name must be as per their ID documents, including middles names
  - The email address entered must be unique
- Complete the applicants job title
- Select the Operational Requirements from the dropdown menu
  - The Operational Requirement should be a description matching the employees job title and reason for airside access (if requested)
- Type a detailed statement of reason why the applicant requires an ASIC
- Select the Access Frequency from the drop down which best suits their applicant's requirement to access secure areas of the airport

NON- AIRPORT BASED COMPANIES

- Select the on-airport Company from the drop-down menu
  - This will be the airport based company which engage your services
- Select the endorser
  - This is the designated signatory from the airport based company that engage your services. If unsure or you can not locate their name on the list, please contact them to confirm who will be endorsing your application.
- Click Submit at the top of the page

5. If the application is made by a non-airport based employer, an email will be sent to the nominated endorser to approve the application. Once endorsed, the applicant will receive an email to continue the application process.

6. If the application is made by an airport based company, the application can be approved immediately and an email will be sent to the ASIC applicant with a link to the continue the application process.

![Perth Airport logo]

How to endorse an ASIC Application

1. Log on to the ASIC Online Portal
   - If using the link from the email, you will be directed straight to the application
   - If logging on through the portal, select WORKQUEUE, find the application assigned to you and click on the Edit Icon

2. Review the Employer Details
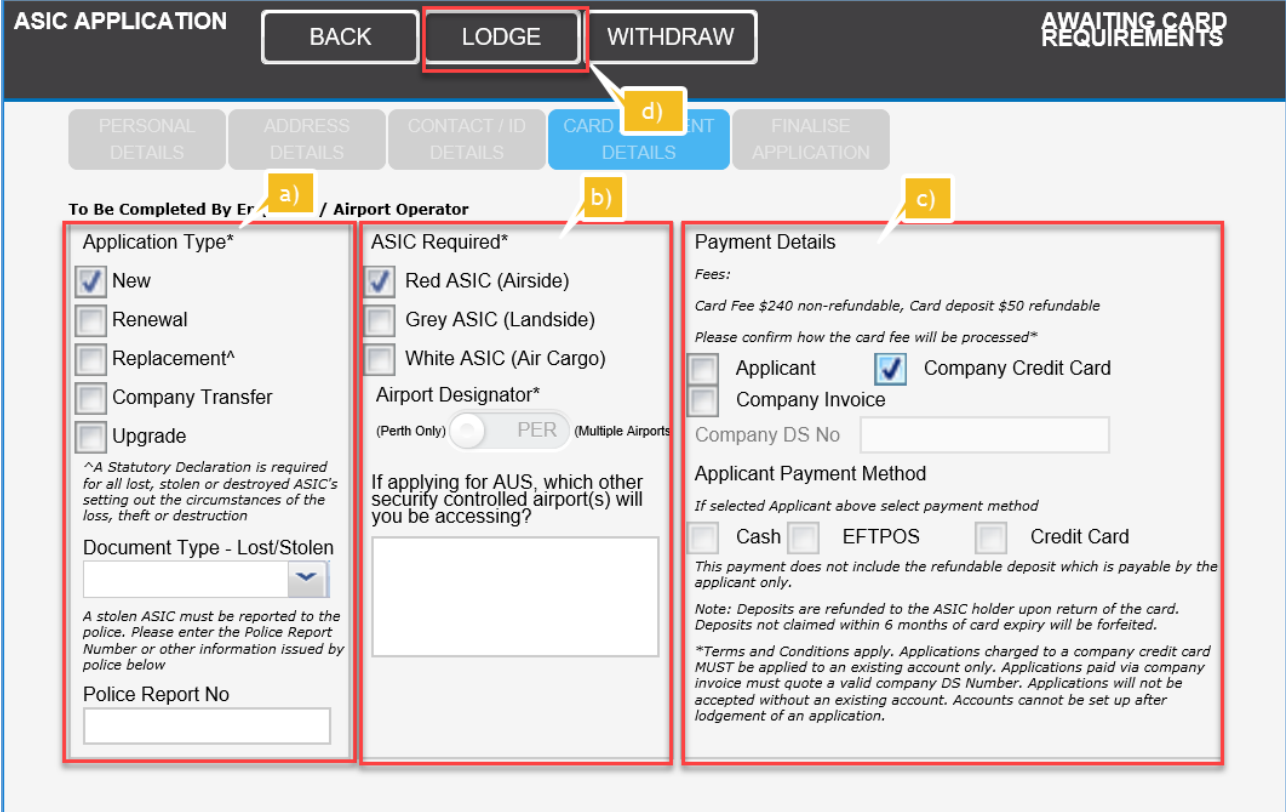3. Click on Next at the top of the screen

4. Review the Applicant details
   a. Select Approve or Deny
   b. Click Submit

How to finalise an ASIC Application

1. When notified of a pending Completion of Application, log on to ASIC Online
2. Review the Applicant's Personal Details, Address Details and Contact / ID Requirements (using the Next button to navigate)

3. Complete the Card / Payment Details

a. Select the Application type
   • If the application is for a lost or stolen card, select the document type that will be submitted and police report number (if required)
b. Select the Type of ASIC Required
   • If applying for an AUS ASIC, you must enter the other airports you require access to
c. Select the payment method
d. Click Lodge

4. An email confirming the ASIC Application has been lodged will be sent to the Applicant with instructions to go to the Airport Services Office to complete the Identification check.

5. When the ASIC Application has been completed and approved by AusCheck, the employer will receive notification that the card is ready to be collected.