

User Guide: ASX CHESS Statements Portal

This guide shows you how to
set up and use the ASX CHESS
Statements Portal.

November 2024

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What is the ASX CHESS Statements Portal?

The ASX CHESS Statements Portal is a secure platform where you can view your CHESS holding statements and notifications.

IMPORTANT NOTE: To access the portal, you will need to opt in via your broker. Click [here](#) to learn more about how you can opt into receive electronic CHESS holding statements and notifications.

Once your request to opt in has been processed by your broker and CHESS, you can use the portal to:

- Register your account to access electronic CHESS holding statements and notifications;
- View your CHESS holding statements and notifications;
- Access historical CHESS holding statements and notifications; and
- Change your username and password.

Additional note:

- All email communications from CHESS will come from the email domain '@statements.asx.com.au'.
- CHESS holding statements or notifications are not contained in or attached to email notifications.

Creating accounts in the ASX CHESS Statements Portal

One account per Holder Identification Number (HIN)

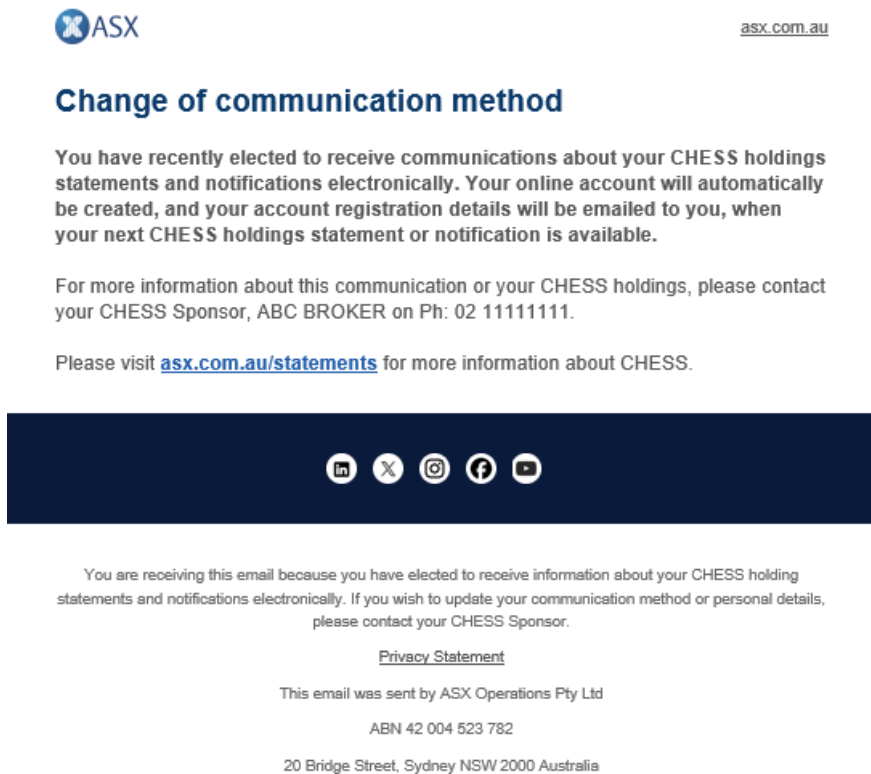
If you've opted in to receive ASX electronic communications via your broker, and setting up your CHESS Statements Portal account, you will be setting up one account per Holder Identification Number (HIN).

Confirmation of successful opt in

If you have an existing HIN, once opted in, you will be sent a printed notification confirming your change in communication preference to the mailing address on file.

You will also receive an email communication from notifications@statements.asx.com.au confirming that you have opted in to electronic communications.

Example confirmation email for first time electronic communications opt-in



The image shows a sample email notification from ASX. At the top left is the ASX logo, and at the top right is the website asx.com.au. The main heading is "Change of communication method". The body text states: "You have recently elected to receive communications about your CHESS holdings statements and notifications electronically. Your online account will automatically be created, and your account registration details will be emailed to you, when your next CHESS holdings statement or notification is available." Below this, it provides contact information for the CHESS Sponsor, ABC BROKER, with a phone number: 02 11111111. It also directs the user to visit asx.com.au/statements for more information. A dark blue banner contains social media icons for LinkedIn, X, Instagram, Facebook, and YouTube. At the bottom, there is a disclaimer: "You are receiving this email because you have elected to receive information about your CHESS holding statements and notifications electronically. If you wish to update your communication method or personal details, please contact your CHESS Sponsor." Below the disclaimer is a link to the "Privacy Statement". The footer includes the sender's name: "This email was sent by ASX Operations Pty Ltd", the ABN number: "ABN 42 004 523 782", and the address: "20 Bridge Street, Sydney NSW 2000 Australia".

This email is for security and fraud prevention purposes and does not include any details on the registration process. The registration process, as detailed below, will commence when the first electronic CHESS holding statement or notification is available for you to view and you have received the ASX CHESS Statements portal registration email.



If you have a new HIN, once opted in you can register to use the portal by following the steps outlined below:

How to register your account

You will receive a registration email confirming that your ASX CHESS Statements Portal account has been created. The email will include a unique registration link, labelled 'ACTIVATE'.

Upon clicking 'ACTIVATE' you will be navigated to a page to establish your login profile (username and password).

Example ASX CHESS Statements portal registration email

asx.com.au

New ASX CHESS Statements portal account

Your new ASX CHESS Statements portal account has been created where you can access your CHESS holding statements and notifications. You will need to activate your account to complete your account registration.

[ACTIVATE](#)

For more information about this communication or your CHESS holdings, please contact your CHESS Sponsor, ABC BROKER on Ph: 02 11111111.

Please visit asx.com.au/statements for more information about CHESS.

Regards,

ASX

You are receiving this email because you have elected to receive information about your CHESS holding statements and notifications electronically. If you wish to update your communication method or personal details, please contact your CHESS Sponsor.

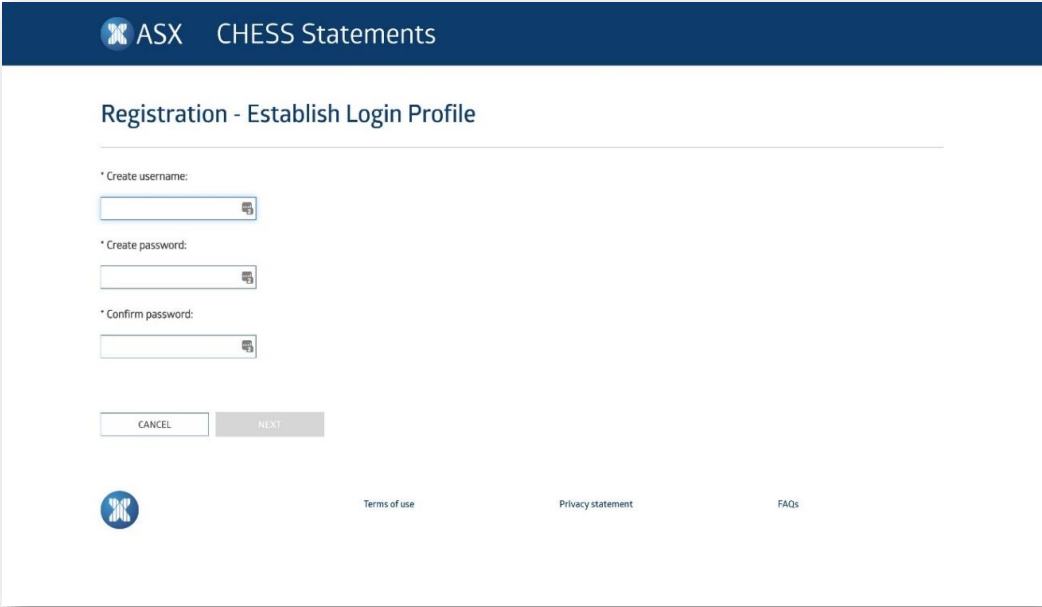
[Privacy Statement](#)

This email was sent by ASX Operations Pty Ltd
ABN 42 004 523 782
20 Bridge Street, Sydney NSW 2000 Australia

There is no expiry on this registration link. However, if you need the registration link to be resent, please request one from the ASX Investor Support team by raising a General Enquiry through the [ASX contact and support centre](#). Please select the nature of your enquiry as "CHESS Statements" and include both the HIN and email address associated with the account registration in your enquiry.

Step 1 – Getting started

When you click **ACTIVATE** (unique registration link) in the ASX CHESS Statements portal registration email, you will be directed to this screen to create your new login details:



ASX CHESS Statements Portal – create username and password page

While creating a username and password, please ensure they meet the following criteria (username and password policy):

Username

For security reasons, your **username** must:

- Be unique;
- Not be your HIN, or email address;
- Be a minimum of 8 and a maximum of 20 characters in length;
- Be lowercase letters (a-z) or digits (0-9); and
- Not be all numeric.

Password

To meet the ASX password policy requirements, your **password** must:

- Be between 8 and 64 characters in length;
- Include at least one uppercase character;
- Include at least one lowercase character;
- Include at least one numeric digit;
- Include at least one special character (e.g. !, @, #);
- Have no spaces;
- Not contain 3 or more consecutive characters that are the same (e.g. '111' or 'BBB');
- Not contain 3 or more consecutive characters that are sequential (e.g. '123' or 'XYZ'); and
- Not come from a list of commonly used passwords (e.g. 'password', 'qwerty', etc.).

Step 2 – Confirm your account login details

Once you've created your new username and password, you will be emailed a validation code and link to confirm these details via the login page:

ASX CHESS Statements Portal – registration login page



Login to your account

To continue, please enter your login information below.

Username:

[Forgot your username?](#)

* Password:

[Forgot your password?](#)

LOGIN



[FAQs](#)

[Privacy statement](#)

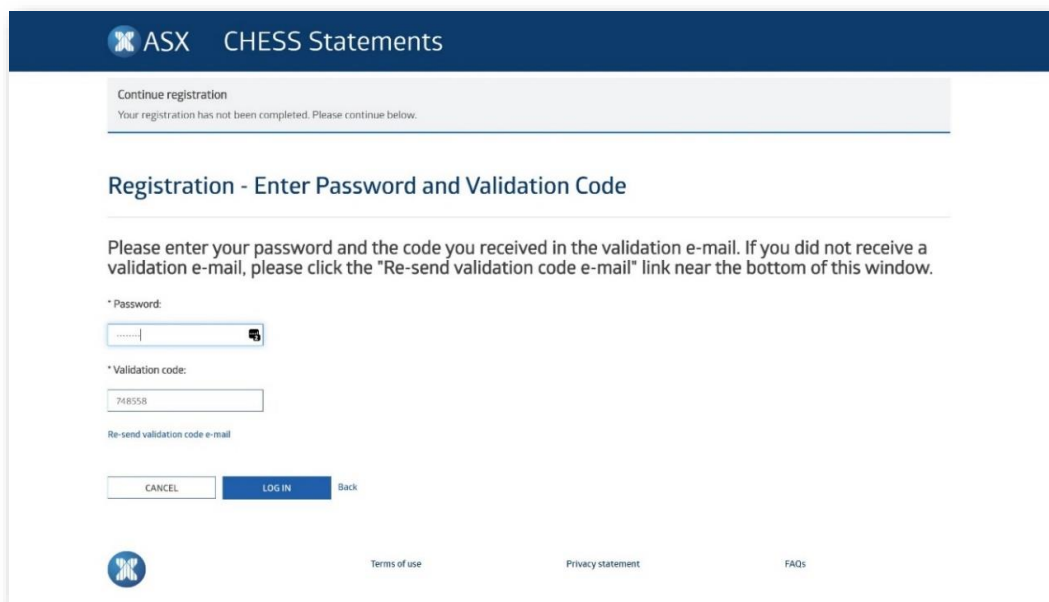
[Terms of use](#)

Note: If you are unable to enter your password correctly, for security purposes, your account will be locked for 10 minutes after the 3rd unsuccessful attempt. You may attempt to complete your registration after this timeframe or reset your password.

Step 3 – Complete your account validation

After you've entered your new login details, the below screen will appear. Enter your password and the validation code that was emailed to you, then click **LOG IN**.

ASX CHESS Statements Portal – registration validation page



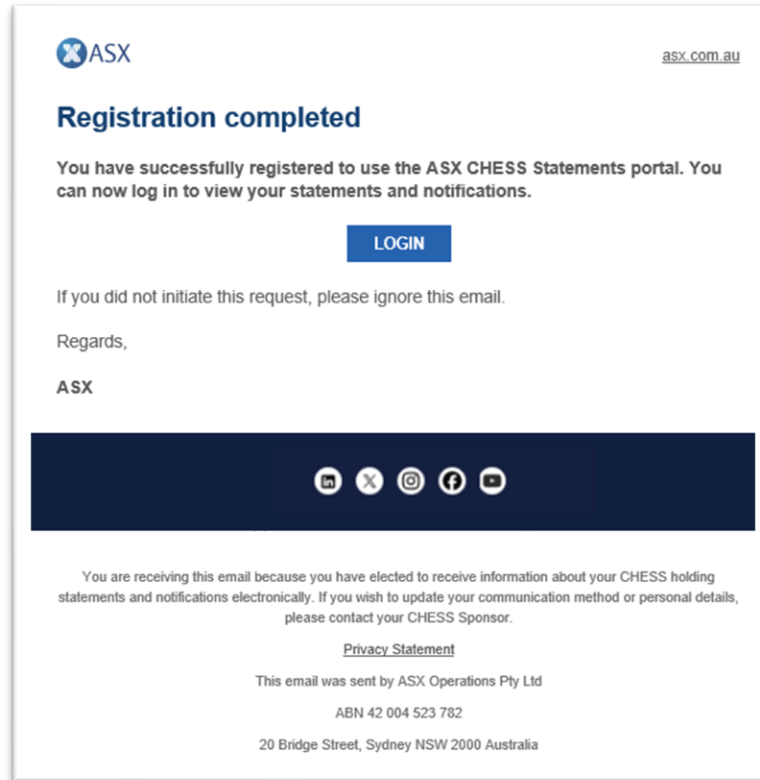
Note: If you are unable to either enter your password or validation code correctly, for security purposes, your account will be locked for 10 minutes after the third unsuccessful attempt. You may attempt to complete your registration after this timeframe or, in case of password failure lockout, reset your password.

Next, a page will confirm if your registration has been successfully completed. You can now click on the **LOGIN** button to go back to the login page and login to the portal using your username and password.

Step 4 – Complete your registration

Once you've successfully logged in, you will receive an email notification confirming you have successfully registered to use the ASX CHESS Statements Portal.

Example: ASX CHESS Statements Portal – registration confirmation email



Regular email communications

Once you've successfully set up your account, you will receive an email:

- at the end of any month where a transaction has occurred to advise you that your **CHESS holding statements** are available; and
- at the beginning of the week when a **demand statement request** has been processed.

For **CHESS notifications**, you will receive one email for each CHESS notification **within two (2) business days** of the CHESS notification being uploaded to the portal. For example, if your sponsoring participant (broker) submits a change of address and a change of sponsored holder message on the same day, you will receive two notification emails within two (2) business days of when these events have been processed.

How to find information in the ASX CHESS Statements Portal

How to view, search for and filter documents

If historical documents are available, you will be able to view and download CHESS holding statements and notifications using a date range-search (see example screen below).

If your HIN was setup prior to the ASX CHESS Statements Portal going live from December 2021, then you will be able to access historical statements and notifications that were issued:

- since the ASX CHESS Statements Portal went live (i.e. from December 2021); or
- for the last seven (7) years,

depending on which period is the shortest.

Any statements issued prior to December 2021, will not be available in the ASX CHESS Statements portal. To request a record of a statement generated prior to December 2021, please contact your broker.

If your HIN was setup after the ASX CHESS Statements Portal went live from December 2021, then you will be able to access historical statements and notifications that were issued:

- since you setup your Holder Identification Number for the first time; or
- for the last seven (7) years,

depending on which period is the shortest.

The default view will show your past three (3) months of CHESS holding statements and notifications.

You can search and filter the documents using these fields:

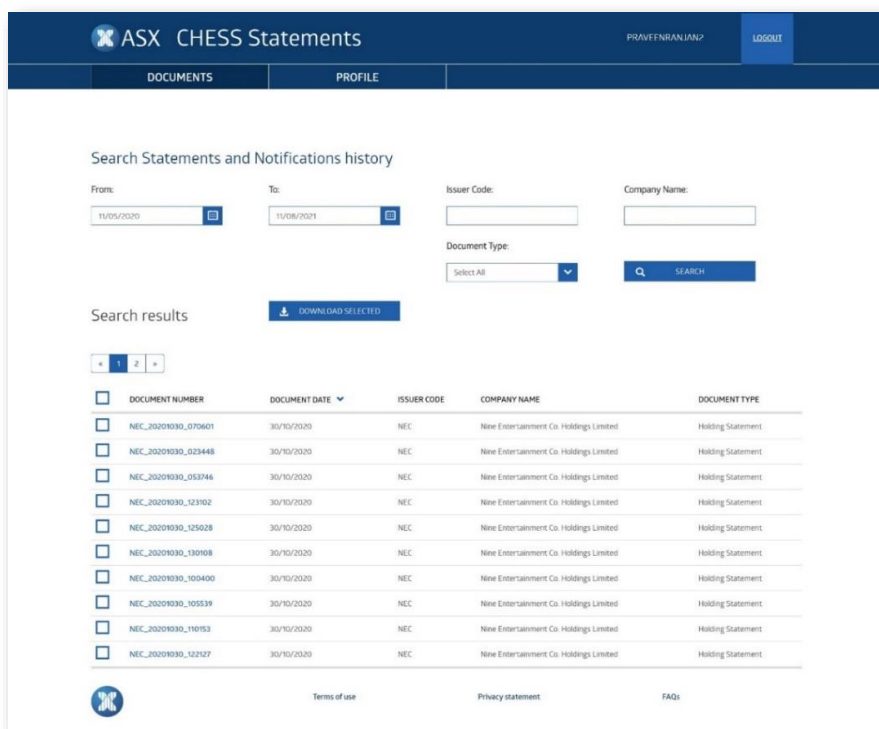
- **From:** – start date of date range;
- **To:** – end date of date range;
- **Issuer code:** – free text, partial match;
- **Company name:** – free text, partial match; and
- **Document category:** – dropdown, exact match.

Based on the search criteria, documents will be listed in a tabular format, and will include these fields:

- **DOCUMENT NUMBER**
 - Statement: Issuer code + document date (yyyymmdd) + 6-digit timestamp;
 - Notification: 'Notif' + notification ID + document date (yyyymmdd) + 6-digit timestamp;
- **DOCUMENT DATE** – the date the document was received;
- **ISSUER CODE** – CHESS notifications which do not have an issuer code will be left blank;
- **COMPANY NAME** – CHESS notifications which do not have a company name will be left blank; and
- **DOCUMENT CATEGORY** – Holding Statement or Notification.

To view the document, you simply click the **document number**. Alternatively, you can select one or multiple documents, and then click **DOWNLOAD SELECTED** to download a .zip file of the chosen documents.

ASX CHESS Statements Portal – documents page



ASX CHESS Statements

PRIVACY/TERMS/FAQS LOGOUT

DOCUMENTS PROFILE

Search Statements and Notifications history

From: 11/05/2020 To: 11/08/2021

Issuer Code: Company Name:

Document Type: Select All

SEARCH

Search results

DOWNLOAD SELECTED

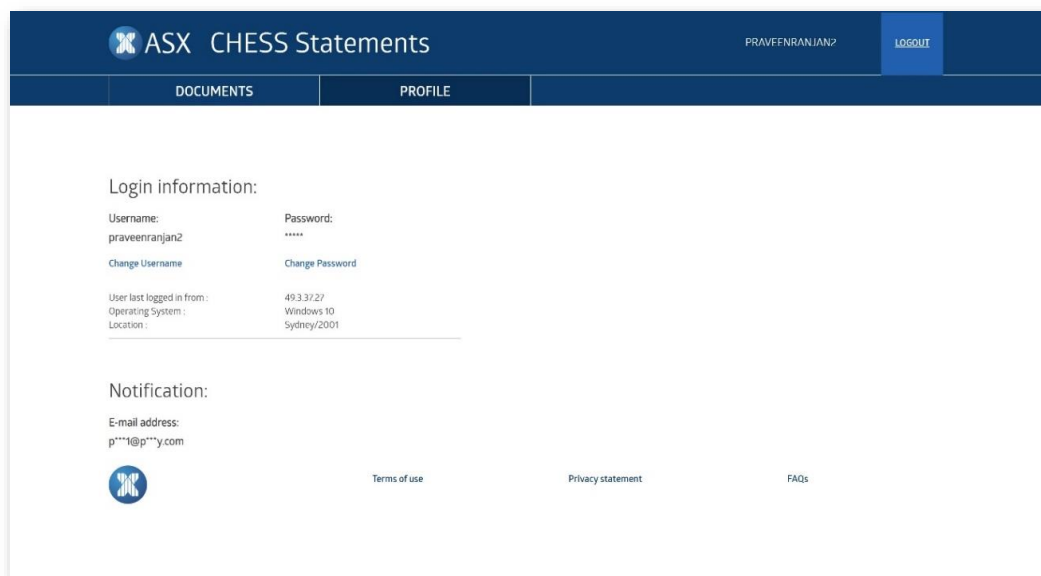
DOCUMENT NUMBER	DOCUMENT DATE	ISSUER CODE	COMPANY NAME	DOCUMENT TYPE
NEC_2020930_070601	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_023448	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_053744	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_123102	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_125028	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_130108	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_103400	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_105539	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_110153	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement
NEC_2020930_122127	30/10/2020	NEC	New Entertainment Co. Holdings Limited	Holding Statement

Terms of use Privacy statement FAQs

How to change your username or password

Clicking on the PROFILE tab will open the profile page where you can view and update your profile information.

ASX CHESS Statements Portal – profile page



ASX CHESS Statements PRAVEENRANJAN? LOGOUT

DOCUMENTS PROFILE

Login information:

Username: praveenranjan2 Password: *****
 Change Username Change Password

User last logged in from: 49.3.31.27
 Operating System: Windows 10
 Location: Sydney/2001

Notification:

E-mail address: p****@p****.com

ASX Terms of use Privacy statement FAQs

Using this page, you can view and change your username or change your password.

Login information:

Username: st3p\$ju! Password: *****
 Change Username Change Password

You can also view details from your last login activity, including your IP address, device information and location. For example:

User last logged in from :	12.23.34.45
Operating System :	Windows 10
Location :	Sydney/2000

In the Notification section, you can view a censored version of the email address linked to the account you are logged in to. This is the email address where you will receive all account related notifications.

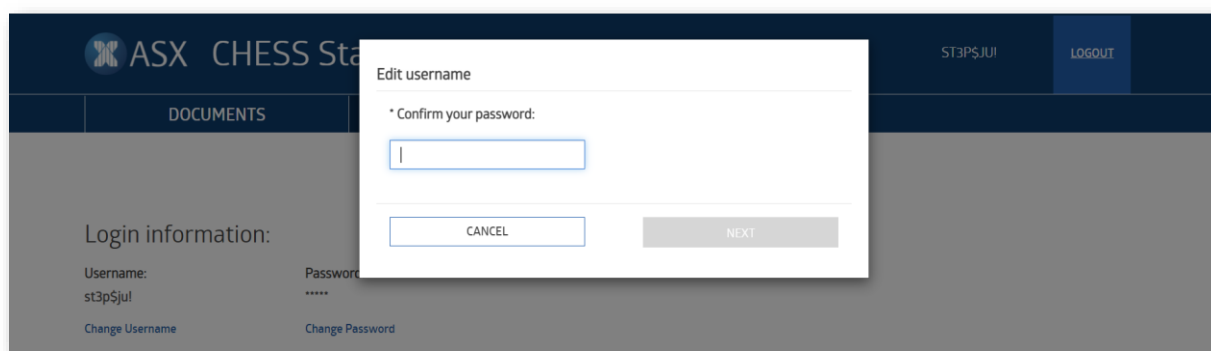
Notification:

E-mail address: y***l@m***l.com

Change Username

To change your username, click on the **Change Username** link in the Login information section of the profile page.

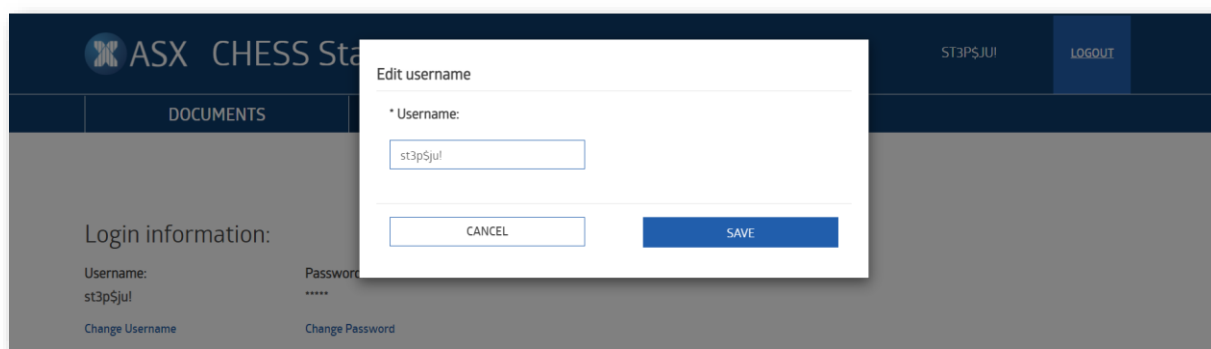
You will be asked to confirm your password before you can change your username.



The screenshot shows the ASX CHESS Statements Portal profile page. A modal dialog box titled "Edit username" is open, prompting the user to confirm their password. The dialog box contains a text input field for the password, a "CANCEL" button, and a "NEXT" button. The background shows the "Login information" section with the current username "st3p5jul" and a "Change Username" link.

Once you have entered the correct password, the username field will show your current username which you can edit to create a new username. Make sure the new username conforms to the username policy and click **SAVE**.

A message on screen will confirm your username has been successfully changed.

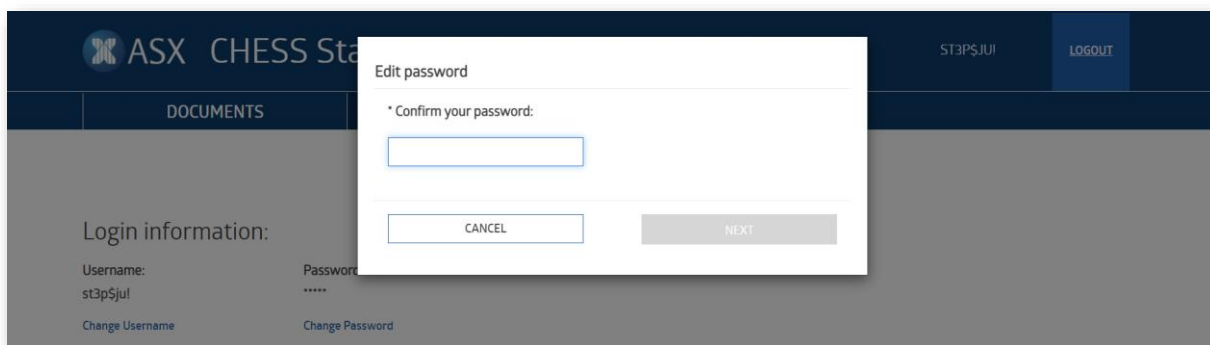


The screenshot shows the ASX CHESS Statements Portal profile page. A modal dialog box titled "Edit username" is open, prompting the user to enter a new username. The dialog box contains a text input field with the current username "st3p5jul" entered, a "CANCEL" button, and a "SAVE" button. The background shows the "Login information" section with the current username "st3p5jul" and a "Change Username" link.

Change Password

To change your password, click on the **Change Password** link in the Login information section of the profile page.

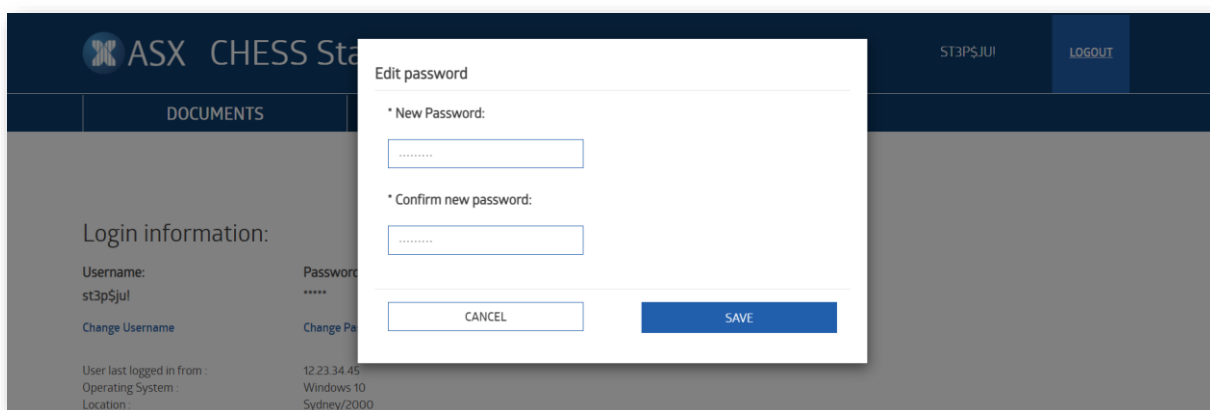
You will be asked to confirm your password before you can change your password.



The screenshot shows the ASX CHESS Statements Portal interface. A modal dialog box titled "Edit password" is open in the center. It contains a label "* Confirm your password:" followed by a text input field. Below the input field are two buttons: "CANCEL" and "NEXT". In the background, the user's login information is visible, including the username "st3p\$jul" and a masked password. There are also links for "Change Username" and "Change Password".

Once you have entered the correct password, you will be asked to enter your new password. Make sure the new password conforms to the password policy and is not a password you have recently used, and click **SAVE**.

A message on screen will confirm your password has been successfully changed.



The screenshot shows the ASX CHESS Statements Portal interface. A modal dialog box titled "Edit password" is open in the center. It contains two labels: "* New Password:" and "* Confirm new password:", each followed by a masked text input field. Below the input fields are two buttons: "CANCEL" and "SAVE". In the background, the user's login information is visible, including the username "st3p\$jul" and a masked password. There are also links for "Change Username" and "Change Password".

Password failure lockout

After your third unsuccessful login attempt, you will be locked out for ten (10) minutes. If you attempt to login during the lockout period, the lockout timer will be extended for another ten (10) minutes for each login attempt. You can remove the lockout by resetting your password using the "Forgot your password?" process outlined below.

How to retrieve your username and reset your password

If you forget your username, you can use your registered email address and HIN to retrieve it.

If you've forgotten your HIN or cannot access it, you will need to contact your sponsoring participant (broker) to retrieve it.

Retrieving your username

Step 1 – Enter email address

To retrieve your username, navigate to the Forgot Username screen by clicking on the [Forgot your username?](#) link, then enter your email address, and click **SEND NOW**.



ASX CHESSE Statements

Forgot Username

Send validation code

[BACK TO LOGIN](#) [SEND NOW](#)

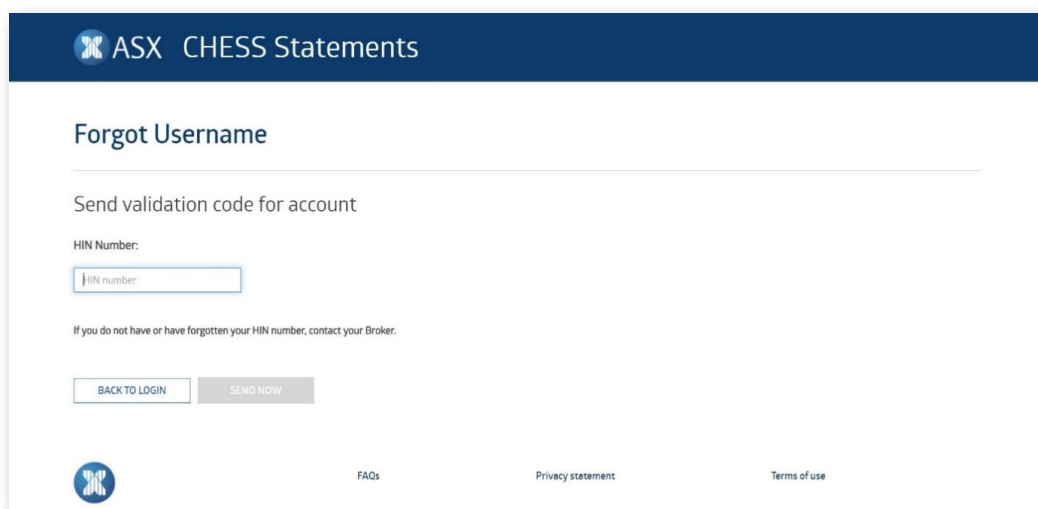
 [FAQs](#) [Privacy statement](#) [Terms of use](#)

ASX CHESSE Statements Portal – forgot username page

Step 2 – Enter HIN

If you have multiple HINs linked to your email address, enter the HIN¹ associated with the username you are retrieving, and click **SEND NOW**.

ASX CHESS Statements Portal – enter HIN page



ASX CHESS Statements

Forgot Username

Send validation code for account

HIN Number:

If you do not have or have forgotten your HIN number, contact your Broker.

[BACK TO LOGIN](#) [SEND NOW](#)

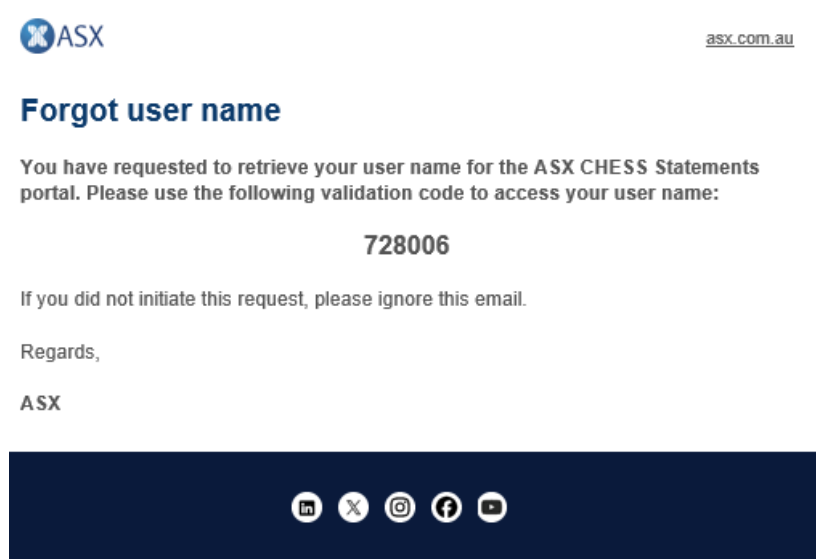
[FAQs](#) [Privacy statement](#) [Terms of use](#)

¹ Enter the 10-digit number from your HIN. This is the series of numbers following the letter 'X' (e.g. X#####). Please do not include the 'X'. Please insert any zeros included at the beginning of the HIN.

Step 3 – Receive validation code

When you enter the correct email address (and HIN) for your registered account, you will be sent a validation code.

Example ASX CHESS Statements Portal – retrieve username email



You are receiving this email because you have elected to receive information about your CHESS holding statements and notifications electronically. If you wish to update your communication method or personal details, please contact your CHESS Sponsor.

[Privacy Statement](#)

This email was sent by ASX Operations Pty Ltd

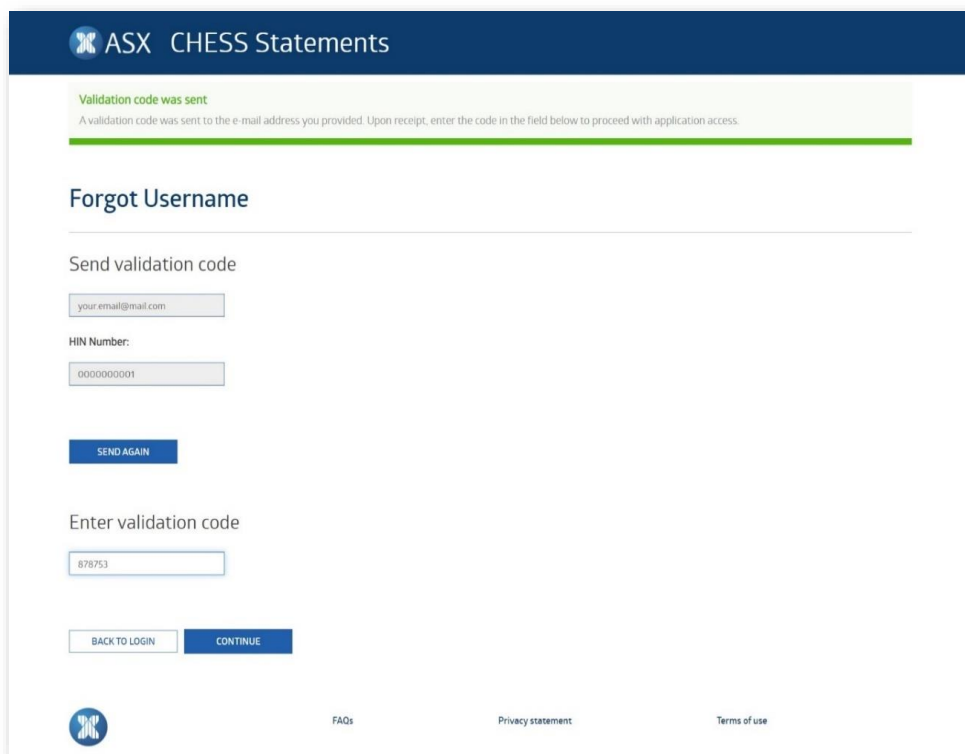
ABN 42 004 523 782

20 Bridge Street, Sydney NSW 2000 Australia

Step 4 – Enter validation code

At the Forgot Username screen, enter the validation code that you were sent by email and click CONTINUE.

ASX CHESS Statements Portal – enter validation code page



ASX CHESS Statements

Validation code was sent
A validation code was sent to the e-mail address you provided. Upon receipt, enter the code in the field below to proceed with application access.

Forgot Username


Send validation code

HIN Number:

[SEND AGAIN](#)

Enter validation code

[BACK TO LOGIN](#) [CONTINUE](#)

 [FAQs](#) [Privacy statement](#) [Terms of use](#)

Step 5 – Retrieve username

Your username will be displayed on the screen.



ASX CHESS Statements

Forgot Username

Your username

st3p5jul

[BACK TO LOGIN](#) [CONTINUE](#)

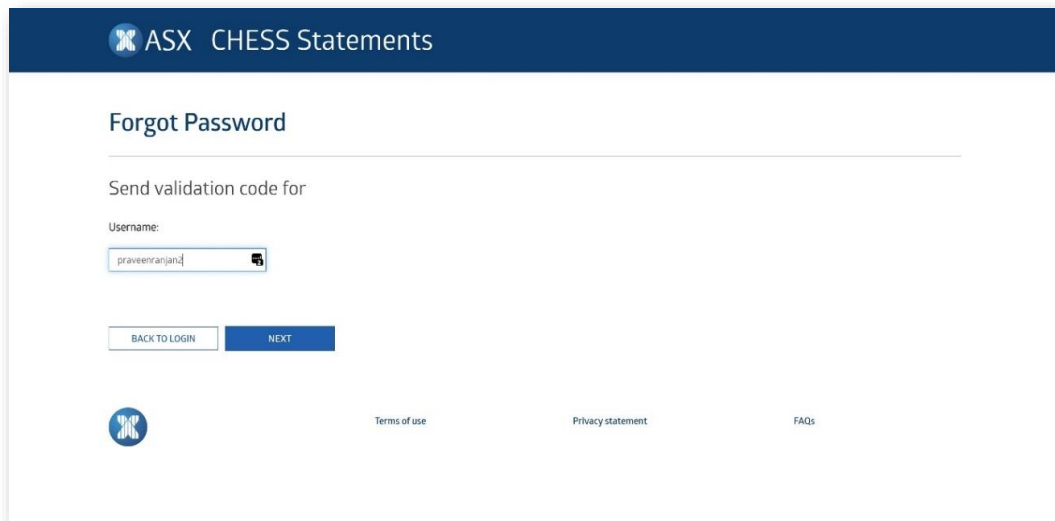
 [FAQs](#) [Privacy statement](#) [Terms of use](#)

ASX CHESS Statements Portal – your username page

Resetting your password

Step 1 – Enter username

To reset your password, navigate to the Forgot Password screen by clicking on the **Forgot your password?** link, then enter your username, and click **NEXT**.




ASX CHESSE Statements

Forgot Password

Send validation code for

Username:

[BACK TO LOGIN](#) [NEXT](#)

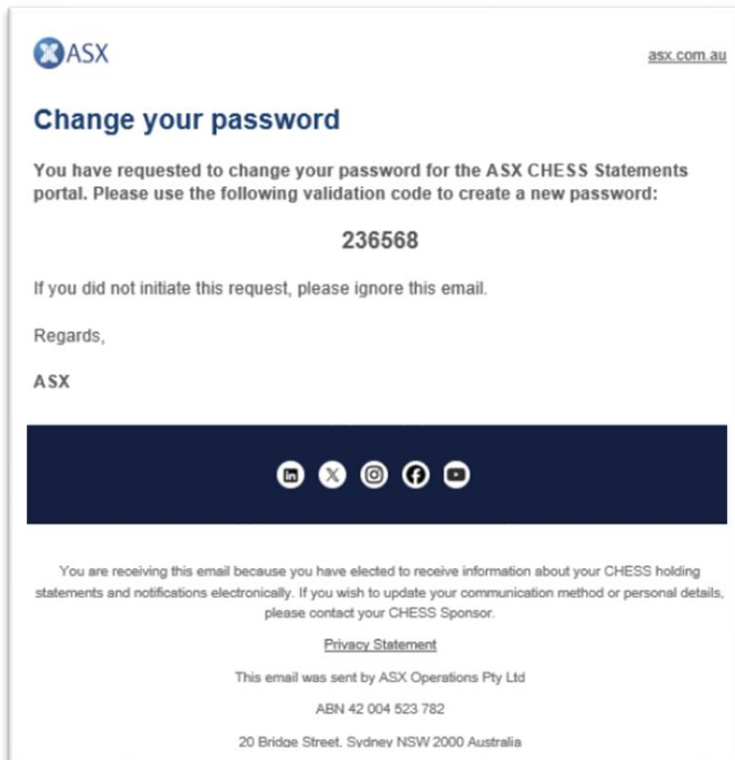
 [Terms of use](#) [Privacy statement](#) [FAQs](#)

ASX CHESSE Statements Portal – forgot password page

Step 2 – Receive validation code

When you enter the correct username for your registered email address, you will be sent a validation code.

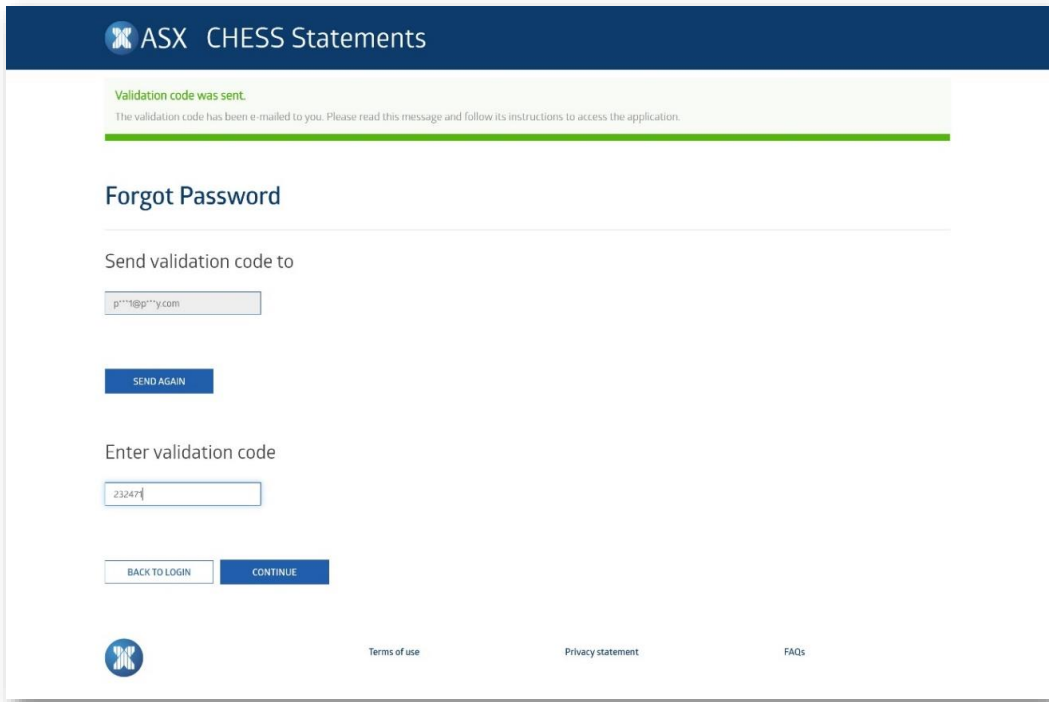
Example ASX CHESS Statements Portal – change password email



Step 3 – Enter validation code

At the Forgot Password screen, enter the validation code that you were sent by email and click **CONTINUE**.


ASX CHESS Statements Portal – enter validation code page



The screenshot displays the 'Forgot Password' page on the ASX CHESS Statements Portal. At the top, a green banner states 'Validation code was sent.' with the instruction: 'The validation code has been e-mailed to you. Please read this message and follow its instructions to access the application.' Below this, the page title is 'Forgot Password'. A section titled 'Send validation code to' contains an email address field with 'p****@****.com' and a 'SEND AGAIN' button. The 'Enter validation code' section has a text input field containing '23247' and a 'CONTINUE' button. At the bottom left is a 'BACK TO LOGIN' button. The footer includes the ASX logo and links for 'Terms of use', 'Privacy statement', and 'FAQs'.

Step 4 – Reset password

At the Login – Reset Password screen, enter your new password and click **SUBMIT**.

 ASX CHESSE Statements

Login - Reset Password


Reset password

Please reset your password by entering a new password below:

* Password:

* Confirm password:

[SUBMIT](#)

 [FAQs](#) [Privacy statement](#) [Terms of use](#)

ASX CHESSE Statements Portal – reset password page