



## Quick reference - User login and access for reporting using IFTI-E v2.0 schema only

This guide will show you how to login to AUSTRAC Online (AO). **Please note:** This guide may be subject to change. Data used in screenshots are fictitious.

1. Navigate to <https://online.austrac.gov.au/ao/login.seam> and enter your **User/Email address** and **Password**. Click **Login**.



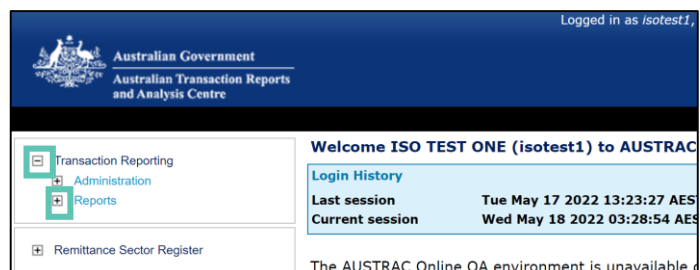
### Support information

If you have not yet been set up as a user in AO, or you are not sure, please contact the Contact Centre at [contact@austrac.gov.au](mailto:contact@austrac.gov.au), or on 1300 021 037.

2. Click the business name you wish to submit a file for. This screen will only appear if you are a user for more than one reporting entity.

Please select your Business	
Business Name ▲	Enrolment Status
BANK LIMITED	Enrolment not required

3. Click on the + symbol next to **Transaction Reporting** to expand further menu options.
4. Click on + symbol next to **Reports**.
5. Click on **Report file upload**.
6. Click **Upload IFTI-E v.2.0 Schema File**.



### What's next

You will reach the Transaction Report landing page where you can submit your file, resubmit a file, view and download submissions table information and receipts. See other Quick Reference Guides for details.

### Log out

To log out, close the browser window.

**Note:** This will also log you out of AO. To return to AO, click the "back" arrow, on your browser.

