

You must register with AUSTRAC **before** you commence providing remittance services and/or digital currency exchange services.

This guide will show you how to register your business after enrolment. Please refer to the ABPF guide (<https://www.austrac.gov.au/business/how-comply-guidance-and-resources/guidance-resources/austrac-business-profile-form-abpf-guides>) for further guidance on registering your business with AUSTRAC.



Having these details ready will help you fill out the form quickly:

- DCE foreign registrations (if applicable)
- remittance foreign registrations (if applicable)
- associated entities
- serious offences of your business
- key persons
- affiliate registrations (if applicable).

1. Navigate to <https://online.austrac.gov.au> and log in with your username and password.



The screenshot shows the AUSTRAC Online login interface. It includes a header with the Australian Government logo and 'AUSTRAC Online'. There are input fields for 'User Name' and 'Password'. A 'LOG IN' button is present, along with a red 'New businesses sign up' button. Below the login fields, there are links for 'Forgot your password?' and 'Terms of Use'. At the bottom, there is contact information for the AUSTRAC Contact Centre and copyright information for the Commonwealth of Australia AUSTRAC 2008.

2. The select business screen will appear if you are a user for more than one reporting entity. Select the business you want to register.

Please select your Business	
Business Name ▲	Enrolment Status
JOHN CITIZEN PTY LTD	On the roll
JOHN CITIZEN SECOND BUSINESS	On the roll
JOHN CITIZEN THIRD BUSINESS	On the roll
JOHN CITIZEN FOURTH BUSINESS	On the roll

3. A reminder to register may come up. Click on **Open the business profile registration form (ATRC-1001R)** and progress to Step 6. If you want to register later click on **Continue to AUSTRAC Online**.

ATTENTION: Registration application is required

You previously indicated in your enrolment application that you provide or intend to provide Digital Currency Exchange (DCE) and/or Remittance services. Under the AML/CTF Act, you **must not** provide registrable Digital Currency Exchange (DCE) and/or Remittance services until you are enrolled with AUSTRAC. **You are now required to complete and submit a 1001R registration application.**

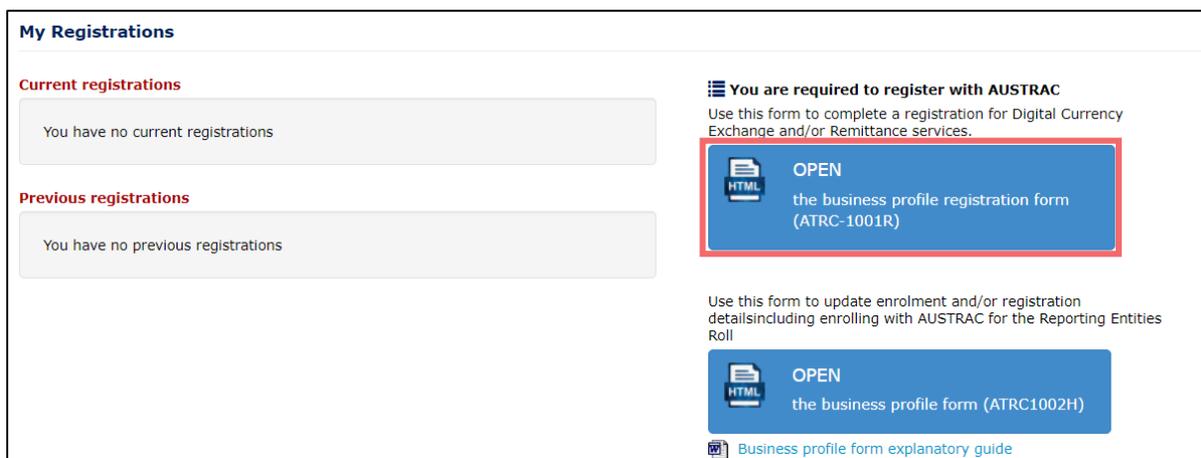
[Open the business profile registration form \(ATRC-1001R\)](#)

[Continue to AUSTRAC Online](#)

4. If you do not get a reminder to register, go to the side menu. Click **Remittance Sector Register**.



5. Click **OPEN the business profile registration form (ATRC1001R)**.



The image shows the 'My Registrations' page. On the left, there are sections for 'Current registrations' and 'Previous registrations', both indicating 'You have no current/previous registrations'. On the right, there is a heading 'You are required to register with AUSTRAC' and a description: 'Use this form to complete a registration for Digital Currency Exchange and/or Remittance services.' Below this, there is a blue button with a document icon and the text 'OPEN the business profile registration form (ATRC-1001R)', which is highlighted with a red box. Further down, there is another blue button with a document icon and the text 'OPEN the business profile form (ATRC1002H)'. At the bottom, there is a link for 'Business profile form explanatory guide'.

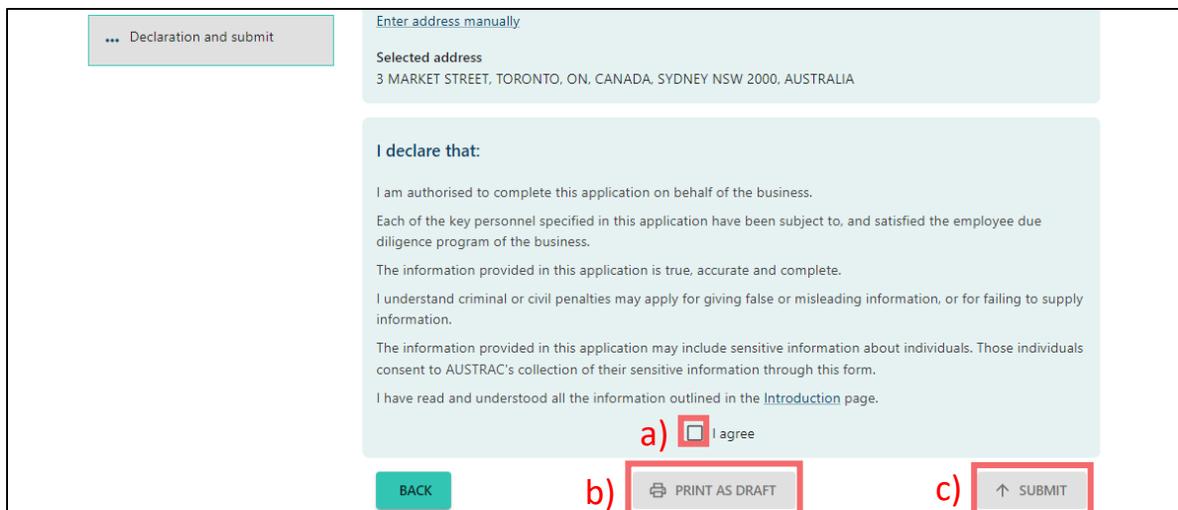
6. Complete all sections on the form. Note: any sections that are incomplete are indicated with a red exclamation mark **!**. Some information within the registration form will be prefilled with the information you supplied during enrolment.



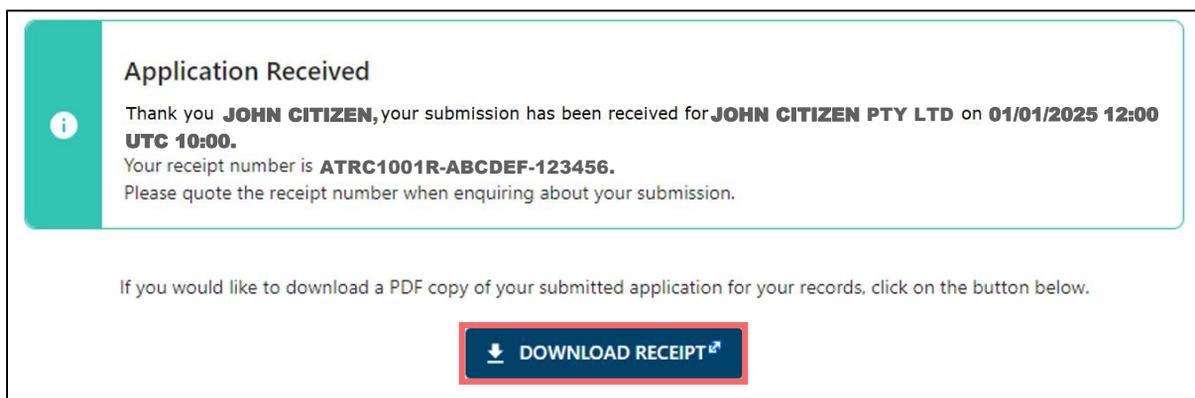
Your enrolment details will be prepopulated in the registration form. If they are not correct you will need to complete an **Update business profile form (1002H)** to update any details, You can also complete your registration using this form. Refer to Quick reference - How to update your details.

7. When you reach the summary and review section, review everything that you entered in the previous sections. Click on the **Edit** buttons to make any changes. When you are ready to proceed, click **SAVE & CONTINUE** to navigate to the declaration page.

8. On the declaration page:
 - a) If you agree with the declaration check the **I agree** box.
 - b) If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after checking the **I agree** box).
 - c) When you are ready to submit your form, click **SUBMIT** (only available after checking the **I agree** box).



9. Your receipt number is displayed which you can quote for any enquiries about your submission form.
10. Click **DOWNLOAD RECEIPT** to download and save a copy of your submitted form for your records.



11. Switch back to the browser tab containing AO and continue to undertake any tasks or click **Log Off** to log out.



12. You will receive a submission confirmation email from contact@austrac.gov.au that contains your receipt number, submission date and time, and the link to download your submitted form.