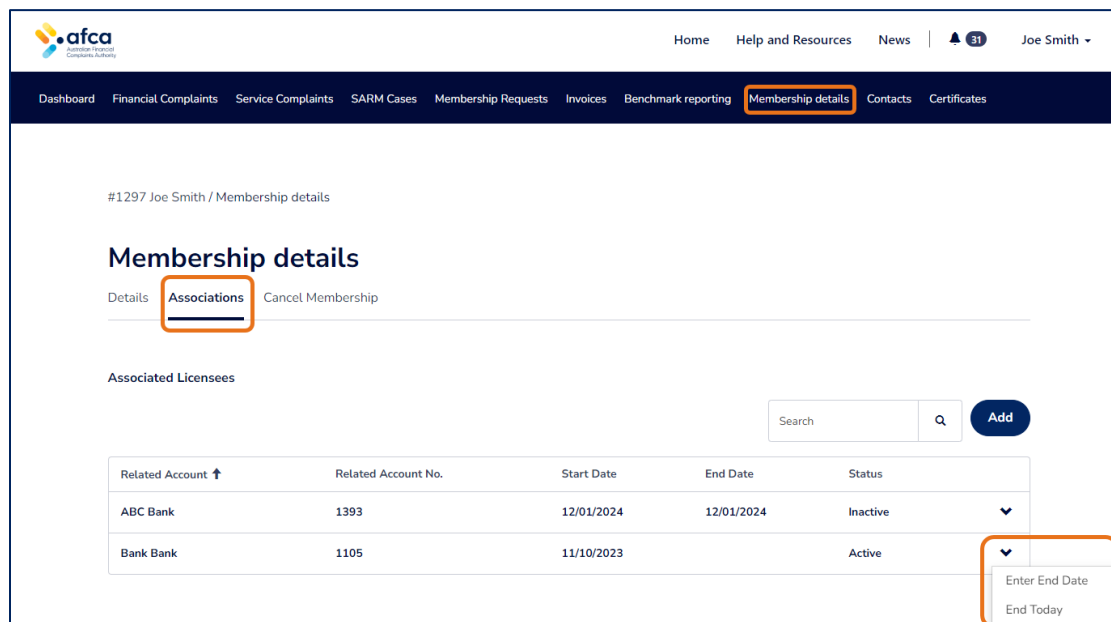


# How to attach or end an Authorised Credit Representative (ACR) association to a financial firm (FF) or add a licensee to an ACR

You can update your associations (for both a licensee or an ACR) in the member portal. You can add, amend (update the association end date) and end an association. Once you complete the action in the member portal, the other party will receive a notification.

1. Log in to the portal
2. Click **Membership details**
3. Click **Associations**
4. Select the member association you wish to amend
5. Click the down arrow for the option to **End Today** or **Enter End Date**

## ACR



#1297 Joe Smith / Membership details

### Membership details

Details **Associations** Cancel Membership

Associated Licensees

Search

Related Account ↑	Related Account No.	Start Date	End Date	Status
ABC Bank	1393	12/01/2024	12/01/2024	Inactive
Bank Bank	1105	11/10/2023		Active

Enter End Date  
End Today

# Financial Firm

#1393 ABC Bank / Membership details

## Membership details

Details **Associations** Cancel Membership

We invite you to opt into a consolidated invoice for your authorised representatives. Licensees that choose to receive a consolidated invoice for their representatives receive a \$5 discount per ACR membership in the invoice. A consolidated payment allows you confidence in knowing your representatives are compliant and able to trade.

**Consolidate Invoice**  
 No  Yes  
**Update**

**Associated ACR's**  
**Export** Search **Add**

Related Account	Related Account No.	Start Date	End Date	Status
ABC ACR	1374	12/01/2024	30/01/2024	Inactive
Auth ABC ACR	1357	12/01/2024		Active
Joe Smith	1241	23/01/2024	30/01/2024	Inactive

1. After clicking **Enter End Date**, this box will appear

Update authorised credit representative

**Account** Required  
ABC Bank

**Related ACR's** Required  
ACR No 4. Pty Ltd

**Start Date**  
26/02/2024

**End Date**  
DD/MM/YYYY

**Submit**

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

1. Add in your end date as the current date or a future date to cease the relationship
2. If you click **End Today**, the status will change to **Inactive** and the end date will populate overnight

### Membership details

Details **Associations** Cancel Membership

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Associated Licensees

Related Account ↑	Related Account No.	Start Date	End Date	Status	
ABC Bank	1393	12/01/2024	12/01/2024	Inactive	▼
The Bank	1105	11/10/2023		Active	▼

If you add an ACR/Financial Firm in error, make a general request or email [membership@afca.org.au](mailto:membership@afca.org.au) to amend the records. You will not be able to delete an ACR or licensee in the portal.