

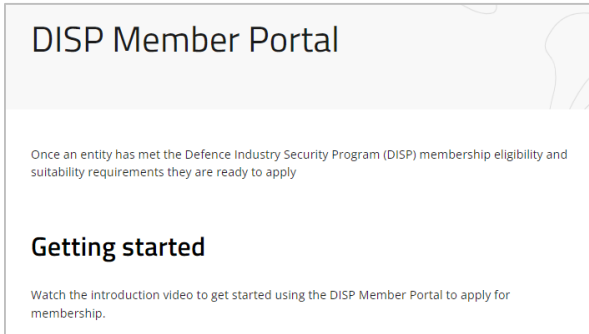


Completing your Annual Security Report

I am responsible for:	I need to be able to:
Advising DISB of our Annual Security Report	Access and navigate the Members Portal and complete the Annual Security Report

Step One

Navigate to the DISP Member Portal Page.
[DISP Member Portal](#) | [Business & Industry](#) | [Defence](#)



DISP Member Portal

Once an entity has met the Defence Industry Security Program (DISP) membership eligibility and suitability requirements they are ready to apply

Getting started

Watch the introduction video to get started using the DISP Member Portal to apply for membership.

Step Two

Scroll to and click **'Continue with Digital Identity'**.



Sign-in with Digital Identity

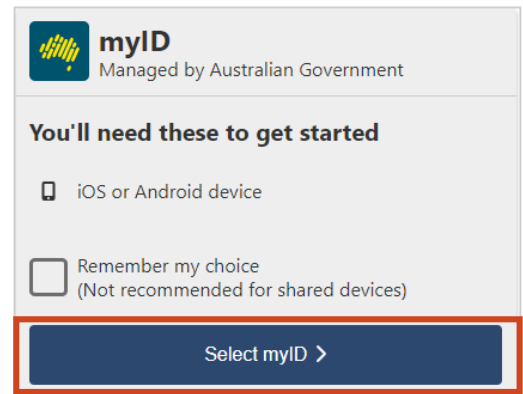
To start an application the entity's nominated Security Officer (SO) will need a Digital Identity linked to a business using Relationship Authorisation Manager (RAM) in order to sign-in and access the DISP Member Portal.

Continue with Digital ID

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

Step Three

Click **'Select MyID'** and follow prompts to sign in to access DISP Member Portal.



myID
Managed by Australian Government

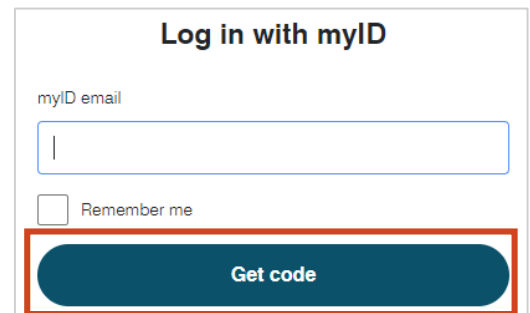
You'll need these to get started

- iOS or Android device
- Remember my choice (Not recommended for shared devices)

Select myID >

Step Four

Enter myID email and click **'Get code'**. Enter code into myID app when prompted.



Log in with myID

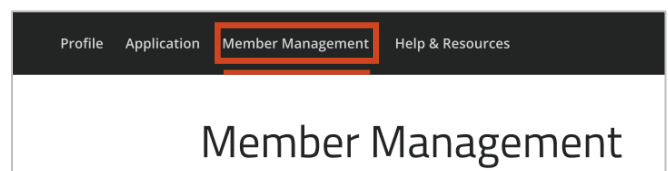
myID email

Remember me

Get code

Step Five

Navigate to the banner and click **'Member Management'**.



Profile Application **Member Management** Help & Resources

Member Management



Completing your Annual Security Report

Step Six

Click the **'Complete the Annual Security Report (ASR)'** panel.



Complete the Annual Security Report (ASR)

This form must be completed annually through this portal within ten business days of the original membership grant date. →

Step Seven

Read the **'Info & Instructions'** page.

Info & Instructions

The Defence Industry Security Program (DISP) Annual Security Report (ASR) is a requirement for all Defence Industry Security Program Executive (Board equivalent), that an entity is continuing to meet the DISP eligibility criteria.

The ASR is an important part of the DISP assurance framework and supports Defence Industry Security Program and must be completed annually through this portal and submitted by the CSO.

The ASR is the instrument to inform DISP that your entity is up to date in their security practices.

Responsibility

The CSO is accountable for the security practices of an entity.

Step Eight

Click **'START'** to begin the Annual Security Report Application.

Number	Annual Security Report	Status	Date Due
234567	RATM ASR 2024	In Progress	10/03/24
	RATM ASR 2023	Overdue	10/03/23
	RATM ASR 2024	Not Available	10/10/24
	RATM ASR 2024	Available	10/08/24

+ START

Step Nine

Populate the fields as instructed on each page of the **'Progress Menu'**.

Progress Menu

Membership & Personnel Details

Contracts & Panels

Ongoing Reporting & FOCI

Security Governance & Documentation

Personnel

Physical Facilities & ICT Network

Cyber Security

Attachments

Review, Print & Submit

Step Ten

Select the tick boxes as instructed on **'Declaration'** page.

Declaration

By completing this form, the CSO is declaring an Entity has met and continues to meet DISP eligibility and suitability obligations, and has provided a truthful and accurate representation of security arrangements for the reporting period.

Note:

If you need to print this ASR for your board's physical signature, use the browser's print function.

- "Kai Brenda" declare that I have answered this ASR truthfully and they are an accurate representation of "House of H".
- "Kai Brenda" declare that the executive (Board equivalent) of "House of H" has approved this ASR.



Completing your Annual Security Report

Step Eleven

Click '**SUBMIT**'.

SUBMIT

Help and Support

For further support please email
DISP.info@defence.gov.au

Please don't hesitate to share your feedback on these instructions upon completion of testing.

NOTE: Information available is subject to change as the DMS matures.