Connect User Guide
How to reassign an application

This user guide explains how to reassign an application to another Connect User.

This functionality is applicable for the following applications:

- New Authorisation Electronic Money Institution (AEMI)
- New Authorisation Consumer Credit (Full & Limited permissions)
- New Authorisation Home Finance
- New Authorisation Retail
- New Authorisation Retail and Consumer Credit
- New Authorisation Small Electronic Money Institution (SEMI)
- New Authorisation Authorised Payment Institution (API)
- New Authorisation Small Payment Institution (SPI)
- New Authorisation Registered account information service providers (RAISP)
- New Authorisation Wholesale
- Benchmark Administration Authorisation
- Benchmark Administration Registration

Only one person can have access to the application at any one time.

The application can be transferred as many times are required before the application is submitted.

Once the application is submitted, you will no longer be able to transfer the application to another user.

To reassign an application to another user you will need to log into Connect.

1. From your Connect Home Screen, you will see a list of applications you have started under My applications:

2. Select the application number you wish to reassign to another user.

3. Select Reassign Application:
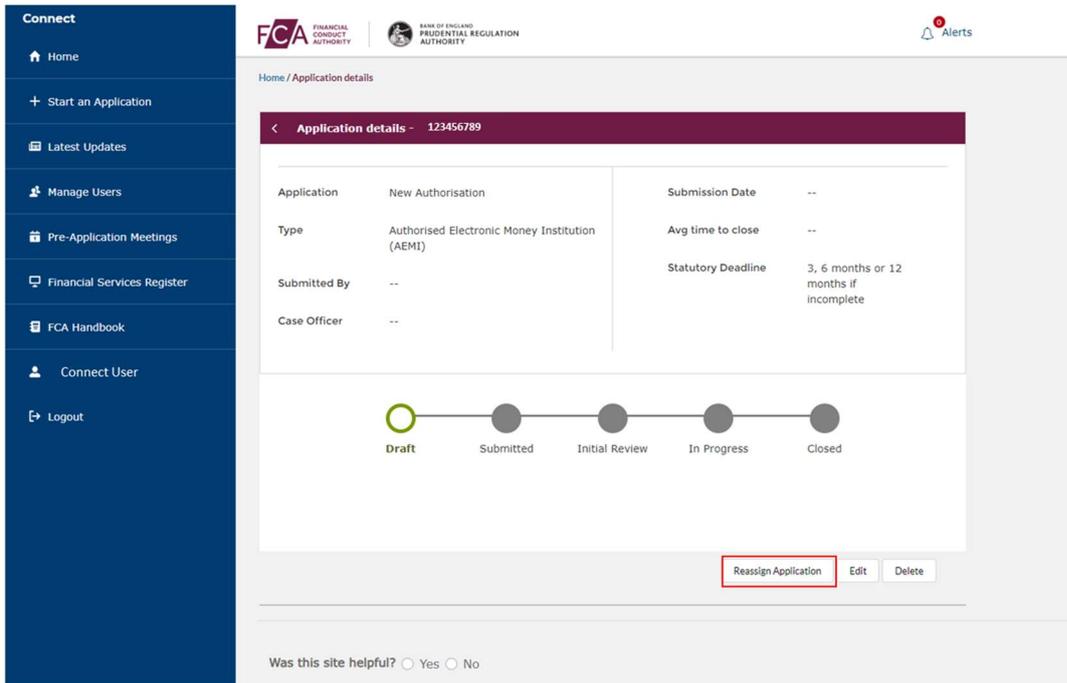
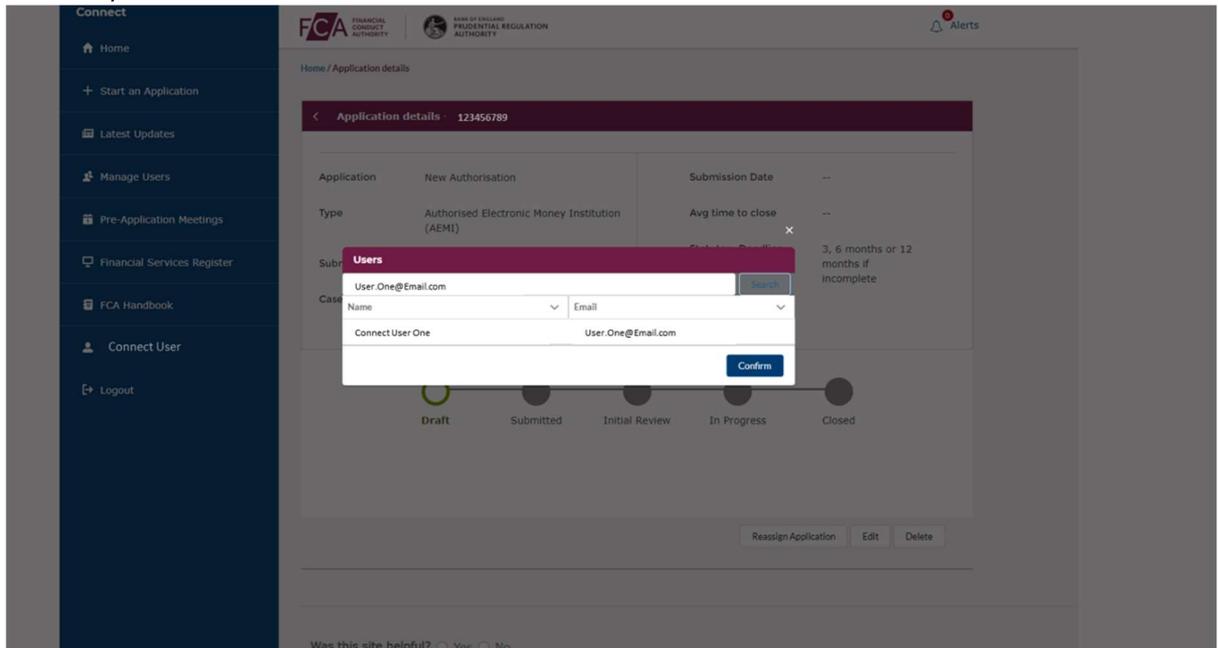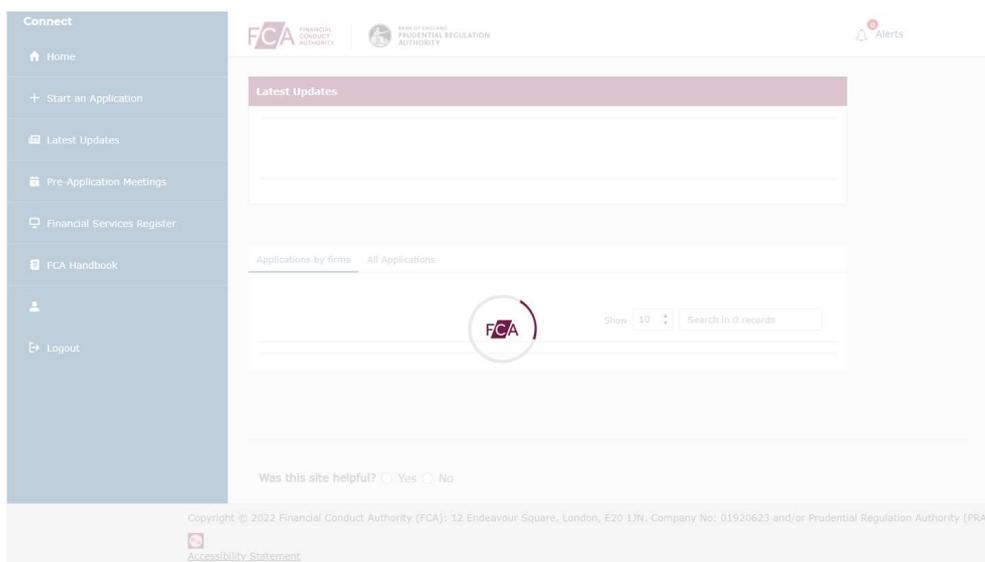4. Enter the email address of the user you wish to reassign the application to
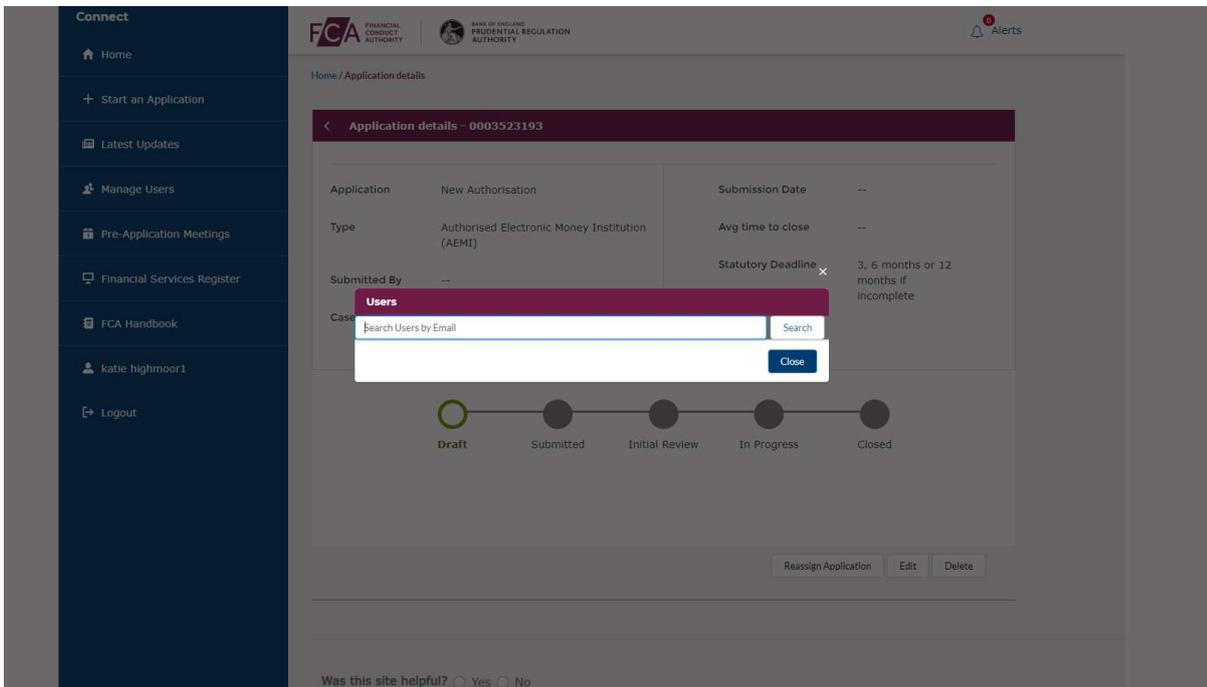
5. Make sure the name and email address of the user you are reassigning to is correct, and select confirm

6. The application will then Reassign to the new user and will no longer be visible when you log into Connect

7. The new user will now be the owner of the application and will need to log into Connect with their login credentials. They can then continue the application from 'my applications'.