

Online Invoicing / Self-registration guide

Follow the on-screen steps to complete the Online Invoicing registration. For convenience, the steps are set out below:

- 1 ▶** Go to the FCA Chrysalis webpage: Online Invoicing (<https://gateway.fsa.gov.uk/onlineinvoicing>). Please save this address as a favourite for future use.
- 2 ▶** Click on 'Register for Online Invoicing here', which takes you to the 'Welcome to Online Invoicing' page.
- 3 ▶** Enter your Firm Reference Number (FRN) in the 'Value' box.
- 4 ▶** Enter your email address and click 'Next'.
- 5 ▶** Enter your Unique Validation Code (the eight-character code provided) and click 'Next'.
- 6 ▶** With the 'Select All Locations' box ticked, click 'Next'. This ensures users can view invoices issued to current and previous firm addresses.
- 7 ▶** Complete user information, including your personal password and click 'Next'. Please note mandatory fields are marked with*. The password conventions for the application are stated below. Your password must:
 - be 8 or more characters;
 - contain at least one number and letter (and is case sensitive);
 - not contain consecutive identical characters (e.g. cannot use password1);
 - not contain your username;
 - not be a repeat of a recently used password; and
 - not contain the following characters/& %.
- 8 ▶** Review your Access Request information, specifically ensuring your email address is correct. If any information is incorrect, click on 'Back' and correct.
- 9 ▶** Tick box to confirm you have read and agree to the terms and conditions. Click on 'Submit'.
- 10 ▶** You will then receive confirmation of successful registration online (you will also receive an email confirming registration). Click on 'OK'.
- 11 ▶** You can then access the Online Invoicing (<https://gateway.fsa.gov.uk/onlineinvoicing>) application via the Chrysalis logon page. Please note your login details are:
 - username = your email address; and
 - password = your personal password entered when registering.

If you have any problems registering, please email fcafees@fca.org.uk or telephone the Customer Contact Centre on 0845 606 9966.