

Connect User Guide: Delegating access for submitting Fund Authorisation Applications

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Overview

This guide will provide you with instructions on how to set up firm users with the correct access to submit the following applications:

- Applying for a new scheme to be authorised in the UK - including Authorised Contractual Schemes, Authorised Unit Trusts, or Investment Companies with Variable Capital.
- Requesting approval to change an existing authorised fund.
- Notifying us of an approved change that has been made to a fund (Form FN).

Connect User Management

Before you start

Access to additional firm users can only be separated by application type and not scheme.

This means if you provide a user access to the application type of "Fund authorisations", they will be able to view and access applications that have been "submitted", "in progress" or "closed" by other users if they fall under the same application type, not just the applications submitted by them, and in some cases may provide them with the access to professional contact details of your other delegates.

- When you delegate access, you will see the following warning:

 **Permission Warning**

When you delegate access to the below mentioned application types, please be aware that this will give the delegate access to all of your firm's fund applications of that type, not just the applications submitted by them, and in some cases may provide them with access to the professional contact details of your other delegates. Only assign these application permission types to users where you are satisfied that they will have access to all fund applications of that type that are in draft, submitted and closed statuses.

- Fund Authorisation
- Fund Alteration
- Fund Document Filing
- Fund Wind-up

Click **Save** to confirm, or **Cancel** to review the permissions before saving.

- Firm users must have accounts in their own name and not use a general or shared mailbox. Applications from general or shared mailboxes may not be considered and may require a second application.

Logging into Connect

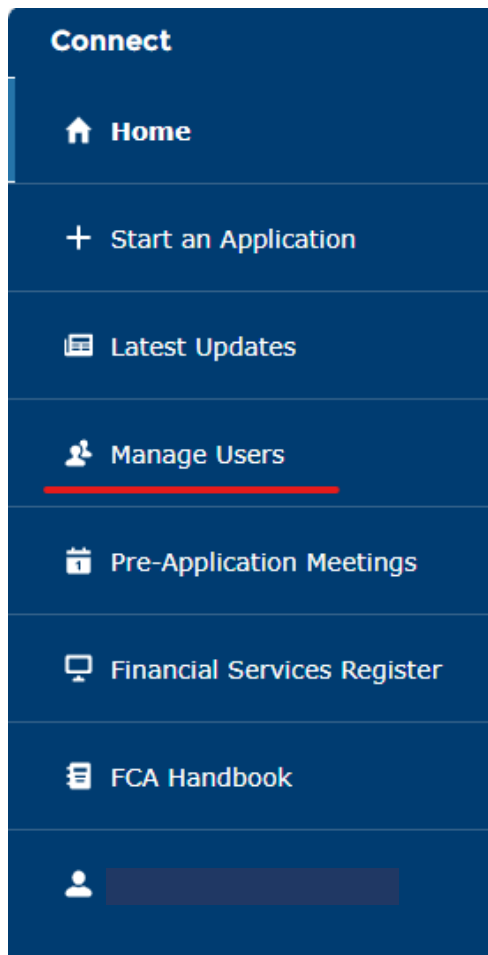
Log into **Connect** via [My FCA](#).

We recommend that you use Google Chrome to access **Connect** when drafting applications as the system has been optimised for this specific browser.

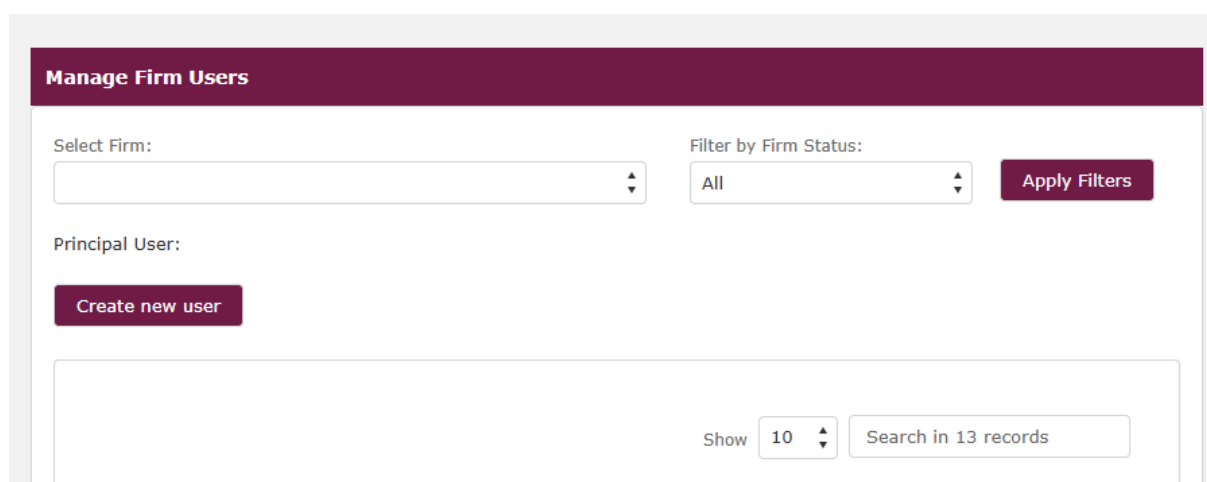
Avoid opening the same application in multiple tabs and ensure you have saved and closed the application before getting other users to review or submit your application.

How to add users

These steps are only available to “**Principal Users**” or “**Administrators**”. When you are logged into Connect, you will need to click on “**Manage Users**” on the left-hand side in the blue column.



You will be taken to the below page; from there you can select your firm from the drop-down options provided and then click “**Create new user**”.

A screenshot of the 'Manage Firm Users' page. The page has a dark purple header with the title 'Manage Firm Users'. Below the header, there are two dropdown menus: 'Select Firm:' and 'Filter by Firm Status:'. The 'Filter by Firm Status:' dropdown is currently set to 'All'. To the right of these dropdowns is a dark purple button labeled 'Apply Filters'. Below the dropdowns, there is a section labeled 'Principal User:' with a dark purple button labeled 'Create new user'. At the bottom of the page, there is a table with a 'Show' dropdown set to '10' and a search bar labeled 'Search in 13 records'.

For users with existing Connect access, you will be able to enter their email address and mandatory contact details in the pop up. This will then immediately link their account to your firm.

For users that do not already have an account, we recommend that they create their Connect account first from the log-in page.

Manage Firm User

User Detail

Firm

Authorised Funds Test Firm 1

*

Title

Select an Option

*

First Name

*

Last Name

*

Job Title

*

Email Address

Your email address will be your username. Please enter an individual address rather than a group or consolidated email address.

*

Confirm Email Address

*

Phone Country Code

+44

The UK country code is +44

*

Telephone Number

MFA Details

MFA Type

OTP Phone

Reset MFA

When adding new users, you will need to ensure that you specify their application permissions to edit and/or submit the application.

Please make sure you click “**Enable Advanced User Management**” to see the extended options.

Applications Permissions

Enable Advanced User Management ☒ ⓘ

Application Type	Data Entry	Submitter	Read Only
Appointed Representative	☒	☒	☐
Approved Person	☒	☒	☐
Benchmark Endorsement	☒	☒	☐
Benchmark regulation permission	☒	☒	☐
Cancellation	☒	☐	☐
Consumer Buy-to-Let Registration	☒	☒	☐
Directory Person	☒	☒	☐
Electronic trading notifications	☒	☒	☐
Exclusion Notification	☒	☒	☐
Financial Promotion Notification	☒	☒	☐
Firm Details	☒	☒	☐
Incident Notification	☒	☒	☐
Market Access Agreement	☒	☒	☐
Material Third Party Notification	☒	☒	☐
MIFIDPRU Notification	☒	☒	☐
N3 Refusal/Withdrawal of Services	☒	☒	☐
N4 Denial of Access	☒	☒	☐
N7 Major Incidents	☒	☒	☐
Passporting Out	☒	☒	☐
Private Securitisation	☒	☒	☐
PSD2 Notification forms	☒	☒	☐
SDR Investment Label	☒	☒	☐
Securitisation Notification	☒	☒	☐
Sensitive Business Name	☒	☒	☐
Systematic Internaliser Notification	☒	☒	☐
Variation of Permission	☒	☒	☐

Cancel

Save

If you already have a firm user linked to the firm, they will need their permissions to edit and submit these applications updated. To do this, you will go to the same “**Manage Users**” Tab and then click “**Edit**” under the drop down as seen below.

Last Logged In	Firm Status	
14/08/2026, 13:50	Enabled	▼
19/08/2026, 17:38	Enabled	
11/08/2026, 08:30	Enabled	
20/08/2026, 14:02	Enabled	

Edit
Disable
View
Enable

Under this **"Edit"** option, you can either edit their level of access to applications or disable them. It is the responsibility of the Principal User to ensure users are enabled/disabled as appropriate.

"Firm Administrators" will also be able to amend other user's access.

If you cannot see a comprehensive list as above, please make sure you have **"Enable Advanced User management"** or you will only see the options of **"All"**.

Once you have amended the access and saved, you will be returned to your firm's user list.

Frequently Asked Questions

- **I am unable to log into my Connect account.**

In the first instance, contact your Principal User to re-set your multi-factor authentication. If this fails, contact the Supervision Hub.

- **Who can add users?**

These steps are only available to **"Principal Users"** or **"Administrators"**.

- **Who can amend user permissions?**

These steps are only available to **"Principal Users"** or **"Administrators"**.

- **As a Principal User, what access am I giving to other users?**

Access to additional firm users can only be separated by application type and not scheme. This means if you provide a user access to the application type of "Fund authorisations", they will be able to view and access all applications for the authorisation of a new scheme that have been submitted.

Further Help

Contact Details:

Supervision Hub:

- Phone Number:
 - 0300 500 0597 from the UK
 - +44 207 066 1000 from abroad

We're open Monday, Tuesday, Wednesday, and Friday, 9am to 5pm.
We're open Thursday, 10am to 5pm.