

RegData user guide

Changing your password

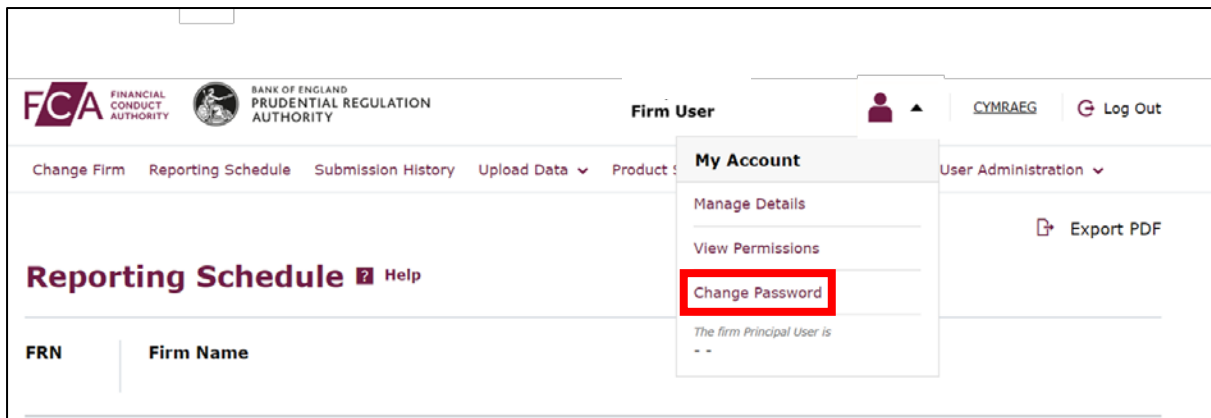
This user guide explains how to change your password from within the RegData system.

1. Changing your password

Click on the **user icon** at the top of the screen:



From the drop-down menu, select **Change Password**:



Enter your new password in both fields. It must comply with the Password Policy. Click on **save password**:

Change Password

** Mandatory field(s)*

New Password *

Confirm New Password *



SAVE PASSWORD




Password Policy



To help ensure your account remains secure, your new password must:


- Be a minimum of 8 characters
- Include at least 1 number
- Include at least 1 uppercase and 1 lowercase letter
- Include at least 1 of the following special characters- <%\$>!=+_-?)(
- Not match any of the last 3 passwords you used for this service

After successfully changing your password, you'll receive confirmation at the top of the screen:

 **FINANCIAL CONDUCT AUTHORITY**  **BANK OF ENGLAND PRUDENTIAL REGULATION AUTHORITY**

Principal User   **CYMRAEG**  **Log Out**

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 **Your Password has been successfully changed. Please use your New Password for subsequent Logins.** 