

RegData user guide

Registering a Principal User on RegData

This user guide explains how newly authorised firms can register a Principal User.

Overview of the registration process

If your firm is new to the FCA/PRA, you will have to register a Principal User on RegData.

As a newly authorised firm you'll either register a Principal User using:

- A **Controlled Function** (i.e. Senior Management Functions (SMF) 1-8, 16-22, 24, 27, 29,
- OR
- A **Registration Key**/unique identifier and Firm Reference Number which can be found in your authorisation email (this only applies if you do not have an Approved Person).

If you haven't been sent a registration key or your firm doesn't have a person holding a Controlled Function, please [contact us](#).

Overview of user guide

This guide explains:

- How to register a Principal User (this guide covers how to do this using a **Registration Key** or **Controlled Function**)
- What the Principal User will receive after registration to set up their RegData account

1. Registering a Principal User using a Controlled Function

Go to: <https://regdata.fca.org.uk/#/registration>

RegData Principal User Registration Help

Select a Registration Method

I have a Controlled Function I have a Registration Key

**Mandatory field(s)*

Firm Details

Firm Reference Number (FRN) *

Your Details

Individual Reference Number (IRN) *

National Insurance (NI) Number *

I'm not a robot 

Registering a Principal User using a Controlled Function

You can only use this method if you hold one of the following Controlled Functions:
SMF1-8, 16-22, 24, 27, 29

In the 'Firm Details' section, please provide the Firm Reference Number of the firm you wish to register a Principal User for.

In the 'Your Details' section, please provide your Individual Reference Number and National Insurance Number so we can validate your association with this firm.

CONTINUE

Select 'I have a Controlled Function' and fill in all the mandatory fields. You will need to tick 'I'm not a robot' and complete the verification process. Once this is done, click **CONTINUE** to proceed to the next page.

2. Registering a Principal User using a Registration Key

Go to: <https://regdata.fca.org.uk/#/registration>

RegData Principal User Registration ? Help

Select a Registration Method

I have a Controlled Function

I have a Registration Key

** Mandatory field(s)*

Firm Details

Firm Reference Number (FRN) *

Enter FRN

Your Details

Name *

Enter Name

Registration Key *

Enter Registration Key

I'm not a robot

Registering a Principal User using a Registration Key

In the 'Firm Details' section, please provide the Firm Reference Number of the firm you wish to register a Principal User for.

In the 'Your Details' section, please provide your Name and the Registration Key given to you by the FCA.

CONTINUE

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Select **'I have a Registration Key'** and fill in all the mandatory fields. You will need to tick **'I'm not a robot'** and complete the verification process. Once this is done, click **CONTINUE** to proceed to the next page.

3. Setting up the firm's Principal User

Once you have completed either of the above two steps you will be required **to set up the firm's Principal User on RegData**. The Principal User does not have to be the individual that holds the Controlled Function. The steps on how to do this will be the same for both registration methods.

Principal User Details [Help](#)

** Mandatory field(s)*

Title

First Name * Last Name *

Email *

Phone Country Code * Telephone Number *

Mobile Number Job Title

Mobile Number *Job Title*

Registering a Principal User

Please provide the details of the individual you wish to register as the Principal User for the firm.

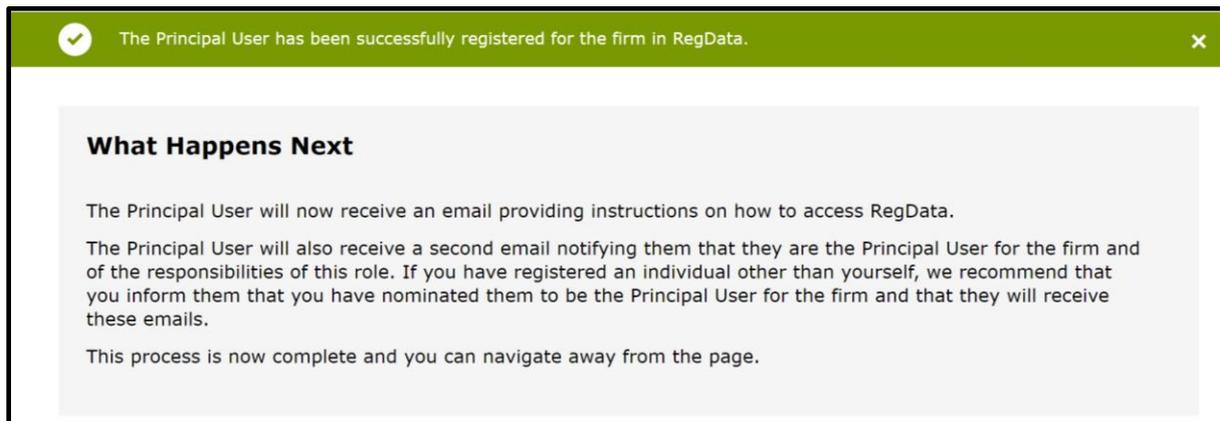
The Principal User of the firm will be responsible for:

- Setting up any additional users that will be needed to ensure your firm meets its regulatory reporting obligations.
- Ensuring users are given the appropriate level of access to view and amend the firm's data.
- Ensure staff with permission to use RegData do so responsibly on behalf of the firm.

REGISTER PRINCIPAL USER

Fill in the form with the details of the **individual** you wish to register as the Principal User for the firm, all mandatory fields must be completed. Click **REGISTER PRINCIPAL USER** to proceed.

4. What happens next



After registering, the appointed Principal User will receive two emails about how to set up and access RegData.

Depending on whether the Principal User has an existing RegData or Connect account, the emails they receive will explain how to set up login credentials and access RegData.

If the Principal User doesn't have a Connect account, they'll be required to set up a password and passcode.

If they do have a Connect account, they'll be able to log into RegData. All required information will be included in the emails sent to you.