

FCA explains RegData: video transcript

Disabling a user

If you're a Principal User or Firm Administrator, you can disable a user in RegData.

At the top of the screen, hover over Firm & User Administration, then User Administration and select Manage User.

Select the user and click on Edit.

Click on the Status on Firm drop-down list, and change from Enabled to Disabled.

Scroll to the bottom of the screen and click on save details.

At the top of the screen, you'll see confirmation once this has been updated.

The user will receive an email informing them of their change of status.

Watch more explainer videos: www.fca.org.uk/firms/regdata/resources