



How to pay via Direct Debit

Hello, in this video you will learn how to set up a Direct Debit within the online invoicing portal.

You will need to access the Online Invoicing System by first signing into My FCA

Click here to access the My FCA sign in page: myfca.fca.org.uk

After signing in to My FCA, and choosing the firm you wish to report on, you'll land on the My FCA homepage.

Select Online Invoicing System from the Go to menu.

Once you've logged in, you'll be directed to the homepage.

On the right side of the page, you'll find a section titled 'Manage Direct Debit'.

Click Setup Direct Debit.

You will then be prompted to enter your account details.

Once you have entered your sort code, you will need to click 'Verify Sort Code'.

Click 'Submit Direct Debit' Request.

Submit Direct Debit Request Confirmation Message and an email will be sent to all of your firm's registered users.

The Direct Debit status will update to requested on the portal.

Once processing is completed, the status will change to active.

Direct debits are collected on or shortly after the due date: usually the first Wednesday after the due date.

Watch more training videos: fca.org.uk/firms/fees/pay-annual-fee