

## **FCA explains Register for MFA: video transcript**

### **Register for multi-factor authentication using the Salesforce authentication app**

If you use Connect, RegData, Online invoicing, Electronic Submission or the SIS System, you'll need to set up multi-factor authentication to access your account.

If any of the registration processes for FCA systems, or after you are added as a user for any systems, you will be prompted to set up your multi-factor authentication.

Here are the simple steps you need to take to register for the Salesforce Authentication app.

Enter your My FCA user name and password as normal and click to sign in.

If you are logging into Connect, RegData or the Online Invoicing System you will be asked to enter 3 digits from your existing passcode that was set up during your systems registration.

Enter the three digits and click Next.

Note: If you are logging into Electronic Submission or the SIS system this log in step does not apply to you.

You will be presented with two options.

Select the first option to download the Salesforce Authenticator app and click on Next.

To do this, go to your mobile app store and search for the Salesforce Authenticator app or another app of your choice, and click Download or Install.

You then need to open the app and select Add an Account, and click on the option to Scan QR code.

You will then be prompted to scan the QR code on screen.

It is important that you hold the phone directly towards your computer screen to successfully scan the QR code.

A 6 digit code will appear in your Salesforce Authenticator app.

After signing into My FCA, if you report for multiple firms you will land on the Select a firm page.

Select or search for the firm you wish to report on.

If you report for one firm, you will land on the My FCA homepage.

Watch more training videos: [fca.org.uk/firms/multi-factor-authentications-fca-systems](https://fca.org.uk/firms/multi-factor-authentications-fca-systems)