

## 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.

Firstly, you will need to log in by following this link, [FCA.org.uk/firms/fees/online-invoices](https://www.fca.org.uk/firms/fees/online-invoices).

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 Debit instruction will only take effect for invoices issued after the instruction becomes active.

Any invoice issued before this would need to be paid for via our alternative methods, like a card payment or bank transaction/transfer.