

Connect User Guide

How to reassign an application

This user guide explains how to reassign an application to another Connect User.

This functionality is applicable for the following applications:

- New Authorisation Electronic Money Institution (AEMI)
- New Authorisation Consumer Credit (Full & Limited permissions)
- New Authorisation Home Finance
- New Authorisation Retail
- New Authorisation Retail and Consumer Credit
- New Authorisation Small Electronic Money Institution (SEMI)
- New Authorisation Authorised Payment Institution (API)
- New Authorisation Small Payment Institution (SPI)
- New Authorisation Registered account information service providers (RAISP)
- New Authorisation Wholesale
- Benchmark Administration Authorisation
- Benchmark Administration Registration

Only one person can have access to the application at any one time.

The application can be transferred as many times as required before the application is submitted.

Once the application is submitted, you will no longer be able to transfer the application to another user.

To reassign an application to another user you will need to log into Connect.

1. From your Connect Home Screen, you will see a list of applications you have started under My applications:

The screenshot shows the 'Connect' home screen. On the left is a dark blue sidebar with navigation options: Home, Start an Application, Latest Updates, Manage Users, Pre-Application Meetings, Financial Services Register, FCA Handbook, Connect User, and Logout. The main content area has a header with the FCA and Bank of England logos and an Alerts icon. Below the header are two sections: 'Latest Updates' (empty) and 'My Applications'. The 'My Applications' section includes an 'Export List' button, a 'Show 10' dropdown, and a search box. Below these are filters for 'Application' (set to 'All') and 'Status' (set to 'All'), with a 'Reset to default sort' button. A note states: 'To view the individual applicant's name, click the Application Filter above and select Approved Person'. A table lists two applications:

Application Number	Application	Type	Submitted Date	Status
123456789	New Authorisation	Authorised Electronic Money Institution (AEMI)		Draft
987654321	New Authorisation	CC - Limited		Draft

2. Select the application number you wish to reassign to another user.

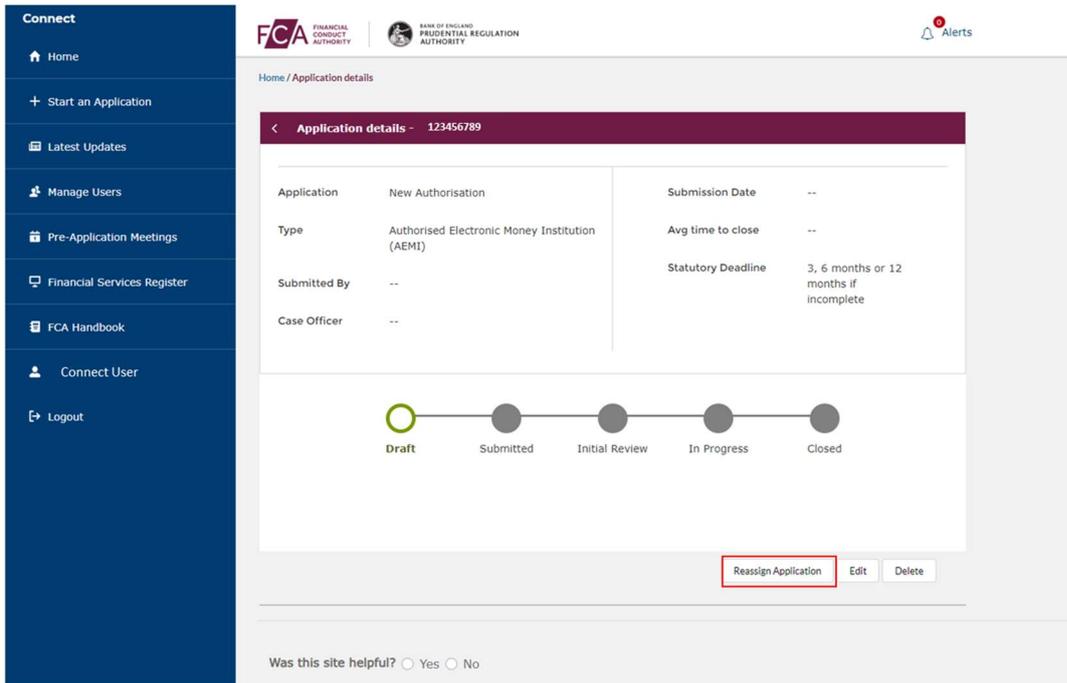
The screenshot shows the 'Application details' page for application 123456789. The page has a breadcrumb 'Home / Application details' and a back arrow. The application details are as follows:

Application	New Authorisation	Submission Date	--
Type	Authorised Electronic Money Institution (AEMI)	Avg time to close	--
Submitted By	--	Statutory Deadline	3, 6 months or 12 months if incomplete
Case Officer	--		

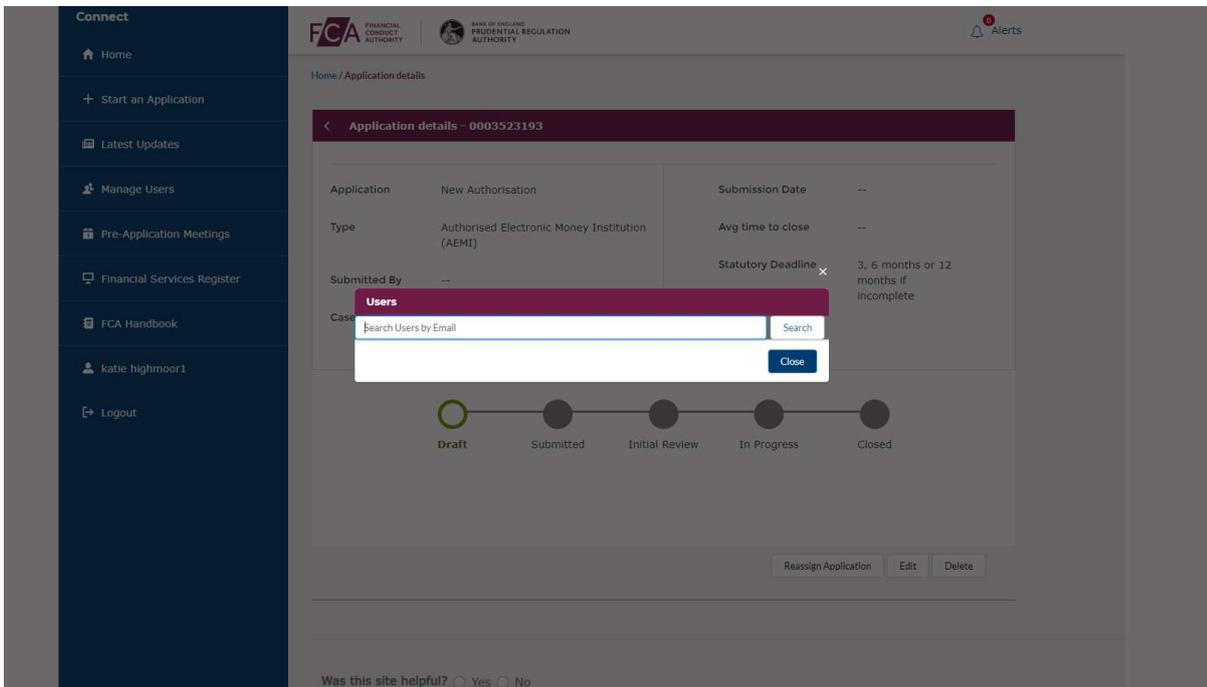
Below the details is a progress bar with five stages: Draft (highlighted with a green circle), Submitted, Initial Review, In Progress, and Closed.

At the bottom of the page are buttons for 'Reassign Application', 'Edit', and 'Delete'. A feedback question 'Was this site helpful?' with 'Yes' and 'No' radio buttons is at the very bottom.

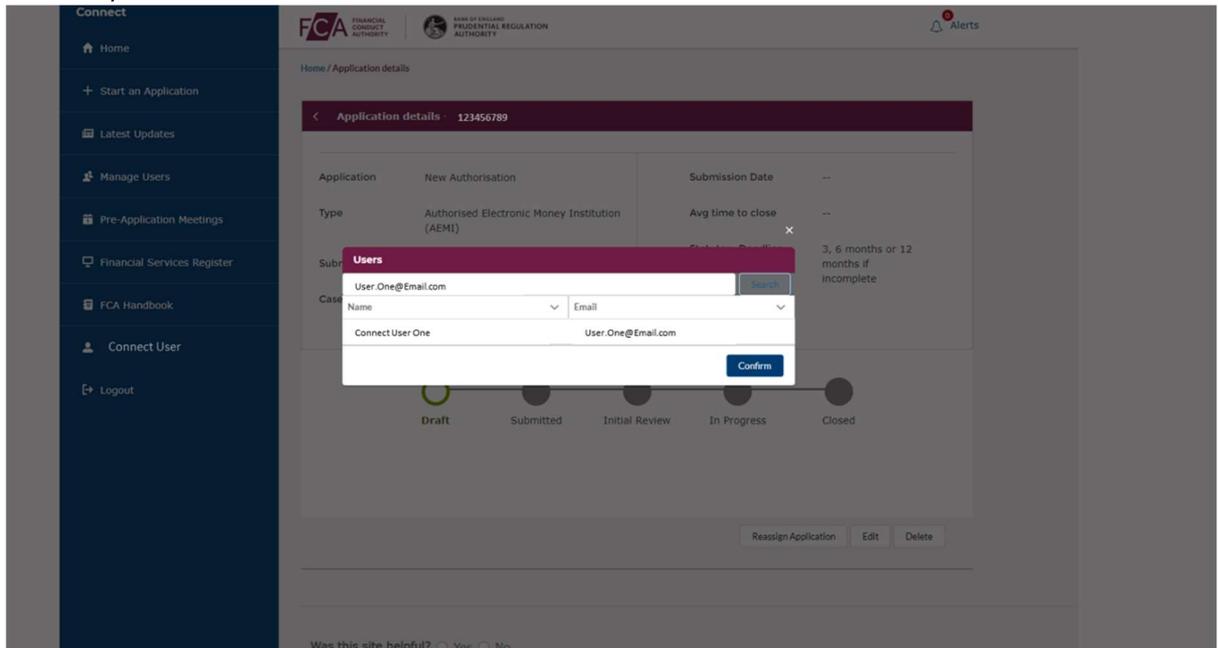
3. Select Reassign Application:



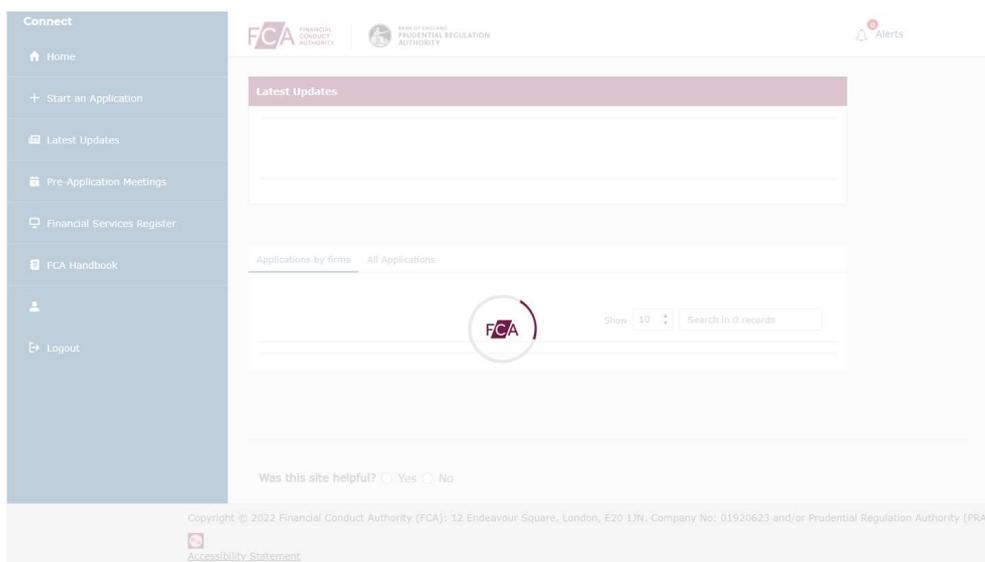
4. Enter the email address of the user you wish to reassign the application to



5. Make sure the name and email address of the user you are reassigning to is correct, and select confirm



6. The application will then Reassign to the new user and will no longer be visible when you log into Connect



7. The new user will now be the owner of the application and will need to log into Connect with their login credentials. They can then continue the application from 'my applications'.