

## **FCA explains RegData: Registering a Principal User as a newly authorised firm**

If your firm is new to the FCA/PRA, you will have to register a Principal User on RegData.

To register go to: <https://regdata.fca.org.uk/#/registration>

As a newly authorised firm you'll either register using a:

1. Controlled Function (i.e. Senior Management Functions)

Or

2. Registration Key (if you do not hold a Controlled Function)

You can register a Principal User using a Controlled Function.

If your firm has an individual who holds a Controlled Function, they can register a Principal User on RegData.

Select 'I have a Controlled Function'

Fill in all the mandatory fields.

Tick 'I'm not a robot' and complete the verification to proceed.

Click CONTINUE.

If you do not hold a Controlled Function you will need to register a Principal User using a Registration Key (This will be included in the email you receive when your firm has been authorised).

Select 'I have a Registration Key'

Fill in all the mandatory fields.

Tick 'I'm not a robot' and complete the verification to proceed.

Click CONTINUE.

Once you have completed either of these two steps you will be required to set up the firm's Principal User. The Principal User does not have to be the individual that holds the Controlled Function.

Fill in the form with the details of the individual you wish to register as the Principal User for the firm, all mandatory fields must be completed.

Click REGISTER PRINCIPAL USER.

Once the Principal User has been registered, they will receive two emails about how to set up and access RegData.

Depending on whether the Principal User has an existing RegData or Connect account, the emails they receive will explain how to set up login credentials and access RegData.

If the Principal User doesn't have a Connect account, they'll be required to set up a password and passcode.

If they do have a Connect account, they'll be able to log into RegData.

All required information will be included in the emails sent to you.

Watch more explainer videos:

[fca.org.uk/firms/regdata/guidance](https://fca.org.uk/firms/regdata/guidance)