FCA explains RegData: video transcript

Changing user details

If you're a Principal User or administrator, you can change the details or users in RegData.

Hover over Firm & User Administration, then User Administration and select Manage User.

Select the User and click on Edit.

You can edit any field that isn't greyed out.

This includes the type of access the user has on RegData (whether they are a Firm Administrator or Firm User).

When you scroll down, you'll find the permissions the user has for each data item.

The user can view the form but can't edit it.

The user can input and change data in the form.

The user can edit and submit the completed form.

The user can receive reminder emails about upcoming submissions.

Tick or untick the relevant boxes to change what a user can do on a data item.

After making your changes, click on save details.

At the top of the screen, you'll see confirmation once these details have been successfully updated.

If you wish to give a user the same permissions as another user, click on Copy Existing User Data Item Permissions.

Select the user you wish to copy permissions for, and click on Copy Permissions.

Watch more explainer videos: www.fca.org.uk/firms/regdata/resources