FCA explains RegData: video transcript

Reassigning the Principal User role

At the top of the screen, hover over Firm & User Administration, then User Administration and select Assign Principal User.

You can assign the Principal User role to either a new user or an existing user.

To assign it to an existing user, select the user from the list and click on assign to existing user.

At the top of the screen, you'll see confirmation that you've successfully changed the Principal User.

The previous and new Principal Users will both receive confirmation by email.

The previous Principal User will now become a Firm User.

To assign a new user as your firm's Principal User, click on assign to new user.

Enter details for the new Principal User.

Fields with an asterisk are mandatory.

Once complete, click on assign to user.

At the top of the screen, you'll see confirmation that you've successfully changed the Principal User.

The previous and new Principal Users will both receive confirmation by email.

The previous Principal User will now become a Firm User.

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