Online Invoicing System Registration Guide

Contents

Important Information

Thank you for deciding to register for our online invoicing portal.

Please note: The registration process for the online invoicing portal varies depending on whether you are an existing Connect/RegData user or not.

Please go the appropriate section and follow the guidance:

- **Users Not Registered for Connect/RegData**
- **Users Registered for Connect/RegData**

If in doubt, go to the "**Users Not Registered**" section to progress your registration. The application will alert you if a Connect/RegData user already exists and then guide you accordingly.

If you experience any issues or require assistance, please email fcafees@fca.org.uk or telephone the FCA Supervision Hub on 0300 500 0597.

Once registered

The system allows registered users to use the platform.

> All individuals from your organisation who need to use the system must register individually for access. **Sharing your username and password with other users is strictly prohibited.**

Technical requirements

To access the new online invoicing portal, we recommend you have:

- Google Chrome
- Adobe Acrobat Reader 7.0 or above (free download)

Users Not Registered for Connect/RegData

Step 1: Go to the online invoicing login page (https://fees.fca.org.uk) and click on **Register for Online Invoicing**.
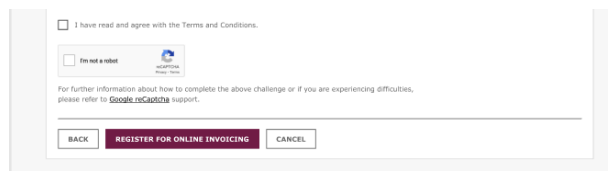

Step 2: Enter your **email address**

When providing account information, please note:

• Your email address must to be your **work email address**.

• Your email address will be used as your Online Invoicing System username. Once submitted, your email address cannot be changed.

• Your contact telephone number must be your direct line, not a switchboard number.

Step 3: Enter your **Personal Information**

Step 4: Review and confirm

When reviewing **account information**, please note:

- You will have to select **Back** to make any changes to information you have entered

- You must select I am not a robot

- You must select I have read and agree to the Terms and Conditions

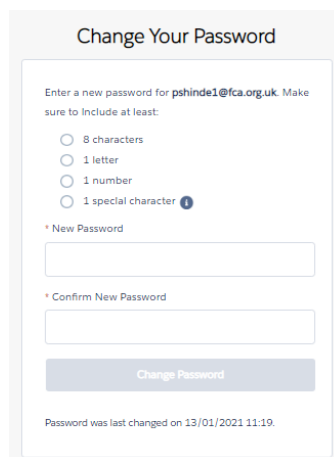**Step 5:** Click on **Register for online invoicing**

When you click **Register for online invoicing,** you will see an on-screen **Registration confirmation** message and an email will be sent to your registered email address.

If you choose **Cancel** in Step 4, the registration request you have created will be void and no further action will be taken.

Step 6: Activating Your Registration

After submitting your account information, an email will be sent to your registered email address. This email will confirm your username and provide a link to activate your account.
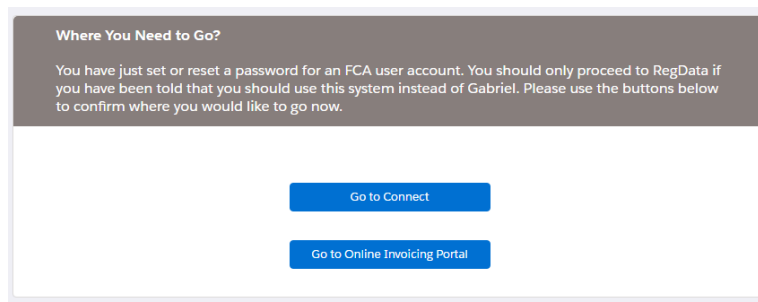
Click on the link in the email and you will be prompted to set a password when you first log in.
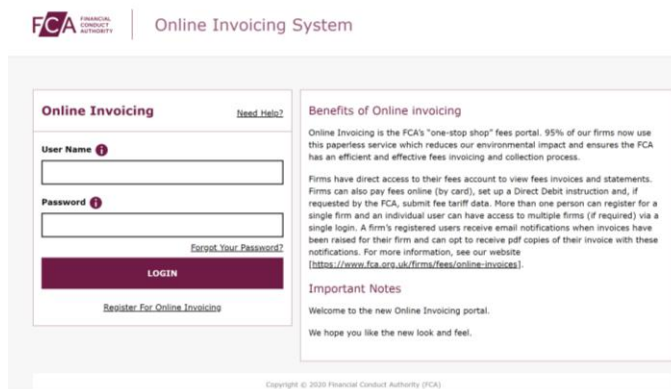

Your password must be at least 8 characters long, with a mix of uppercase, lowercase and at least one special character: !#$%-_=+<>

You'll have access to the online invoicing portal.

Once you have set up a password for a user account you will be able login to the **Online Invoicing Portal** or **Connect**.

Where You Need to Go?

You have just set or reset a password for an FCA user account. You should only proceed to RegData if you have been told that you should use this system instead of Gabriel. Please use the buttons below to confirm where you would like to go now.

Go to Connect

Go to Online Invoicing Portal

Step 7: select online invoicing portal

FCA | Online Invoicing System

Online Invoicing   Need Help?

Benefits of Online invoicing

Online Invoicing is the FCA's "one-stop shop" fees portal. 95% of our firms now use this paperless service which reduces our environmental impact and ensures the FCA has an efficient and effective fees invoicing and collection process.

User Name ⓘ

Firms have direct access to their fees account to view fees invoices and statements. Firms can also pay fees online (by card), set up a Direct Debit instruction and, if requested by the FCA, submit fee tariff data. More than one person can register for a single firm and an individual user can have access to multiple firms (if required) via a single login. A firm's registered users receive email notifications when invoices have been raised for their firm and can opt to receive pdf copies of their invoice with these notifications. For more information, see our website [https://www.fca.org.uk/firms/fees/online-invoices].

Password ⓘ

Forgot Your Password?

LOGIN

Important Notes

Register For Online Invoicing

Welcome to the new Online Invoicing portal.

We hope you like the new look and feel.

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Step 8: Request Firm Access

To gain online invoicing access to your firm you need to enter your **Firm Reference Number** and **Unique Validation Code** (to obtain a Unique Validation Code you will need to email fcafees@fca.org.uk or call the Supervision Hub on 0300 500 0597).

Request Firm Access

All fields are required

Firm details

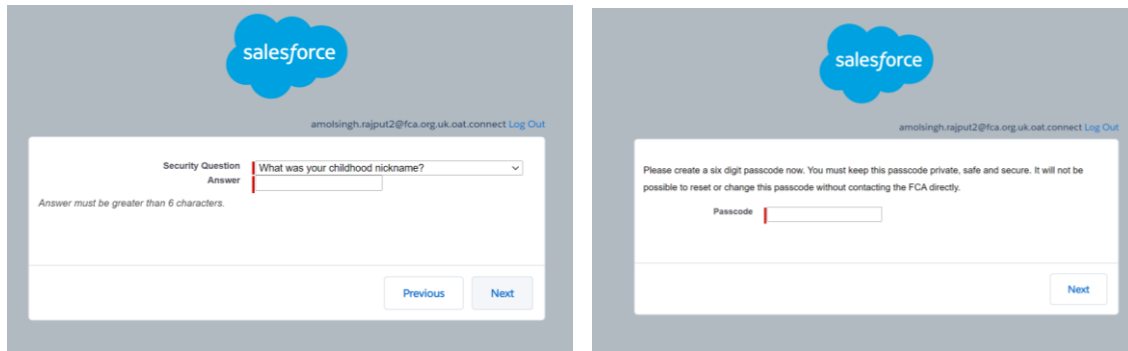Firm Reference Number

Unique Validation Code ⓘ

Once you have entered your **Firm Reference Number** and **Unique Validation Code** and selected **Submit Firm Request** you will be re-directed to the **online invoicing system Home page**.

Setting Up A Passcode and Security Question

When logging in for the second time, if you haven't set up a passcode or security question and answer you will be asked to set them up

Please note: You will not be able to reset or change the passcode unless you contact the FCA directly.

Users Registered for Connect/RegData

Step 1: Go to the online invoicing login page (https://fees.fca.org.uk)

Step 2: login in using your connect login credentials

Step 3: if you do not have access to a firm you will be required to request firm access by entering your **Firm Reference Number** and **Unique Validation Code** (to obtain a Unique Validation Code you will need to email fcafees@fca.org.uk or call the Supervision Hub on 0300 500 0597).

Once you have entered your **Firm Reference Number** and **Unique Validation Code (UVC)** and selected submit firm request you will have access to the online invoicing system Home page.

Please note: If your firm already has a registered user, the registered user will be able to obtain the UVC via the online invoicing portal. They can request it using the link on the Home page:

Please note: You are only required to obtain firm access once.

Setting Up A Passcode and Security Question

When logging in for the second time, if you haven't set up a passcode or security question and answer you will be asked to set them up

Please note: You will not be able to reset or change the passcode unless you contact the FCA directly.

Logging Out

You can log out of the system at any time by clicking on **Logout** in the top right corner of the page.