



# **Online Invoicing System Registration Guide**

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## 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 to 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](mailto: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 System' website page (<https://www.fca.org.uk/firms/fees/online-invoices>) and click on **Register Online**.

### Registering for OIS

New firms subject to paying FCA fees will be emailed with details of how to register. If you do not receive an email within 2 weeks please email [FCA.FeesHelpline@fca.org.uk](mailto:FCA.FeesHelpline@fca.org.uk) to request your firm's unique validation code so you can register.

Similarly, if your firm is not currently registered and now wishes to register, email [FCA.FeesHelpline@fca.org.uk](mailto:FCA.FeesHelpline@fca.org.uk) to request your firm's unique validation code. Please include the firm's most recent invoice number if you have it.

Our [registration guide](#) explains the registration process, which varies depending on whether you're a Connect user.

Firms which are not registered, will be sent all fees communications and invoices by post. We charge £50 per year for our paper service (this will be included in your fees invoice). For more information, see handbook notice HN74, (paras 3.35–3.40).

You will need to complete the registration process for OIS before you can use your details to sign in to My FCA.

[Register online](#)

### Step 2: Enter your email address

When providing account information, please note:

- Your email address must 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.

### Change Your Password

Enter a new password for `pshinde1@fca.org.uk`. Make sure to include at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character !

\* New Password

\* Confirm New Password

[Change Password](#)

Password was last changed on 13/01/2021 11:19.

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** via My FCA.

**User registration**

You can now view your firm's details and action your next tasks in My FCA.

[Go to My FCA](#)

**Step 7:** Once you have landed in My FCA, press the 'Online Invoicing System' go-to link

Bank of England PRA
Gauravsing Hajari | [Sign out](#)

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**New service** Tell us what you think of My FCA – help us to improve it and [give your feedback](#)

**Important information**

25 September 2025

**RegData will not be available from 1pm to 5pm on Saturday 27 Sep 2025 due to essential maintenance.**

**It will be available from 8am on Sunday 28 Sep 2025.**

26FebTest

**Go to**

<a href="#">RegData</a> >	<a href="#">Connect</a> >	<a href="#">Online Invoicing System</a> >
<a href="#">FCA Handbook</a> >	<a href="#">FCA Fee Calculator</a> >	<a href="#">Financial Services Register</a> >
<a href="#">System notices and regulatory updates</a> >		

**Step 8:** On the next page, press the link “Continue to register for access to Online Invoicing System”



FCA FINANCIAL CONDUCT AUTHORITY Bank of England PRA Gauravsing Hajari | [Sign out](#)

[< Back](#)

**You do not have access to Online Invoicing System**

**Need access to Online Invoicing System for a registered or authorised firm?**

[Continue to register for access to Online Invoicing System](#)

**More information about Online Invoicing System**

[Find out more about Online Invoicing System on the FCA website](#)

## Step 9: 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](mailto: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



The screenshot shows the Salesforce user registration interface. At the top, the Salesforce logo is displayed. Below it, the user's email address 'amolsingh.rajput2@fca.org.uk.oat.connect' and a 'Log Out' link are visible. The main form area contains a 'Security Question' dropdown menu with the text 'What was your childhood nickname?'. Below the dropdown is an 'Answer' input field. A note below the input field states 'Answer must be greater than 6 characters.' At the bottom of the form, there are two buttons: 'Previous' and 'Next'.



The screenshot shows the next step in the Salesforce user registration process. It features the Salesforce logo at the top, followed by the user's email address and a 'Log Out' link. The main content area contains a message: 'Please create a six digit passcode now. You must keep this passcode private, safe and secure. It will not be possible to reset or change this passcode without contacting the FCA directly.' Below this message is a 'Passcode' input field. At the bottom right of the form, there is a 'Next' button.

**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 My FCA sign in page (<https://myfca.fca.org.uk>)

**Step 2:** login in using your Connect/RegData login credentials



## Sign in to My FCA

Your portal to access Connect, Online Invoicing System and RegData

Email

Password

Show

[Forgotten password](#)

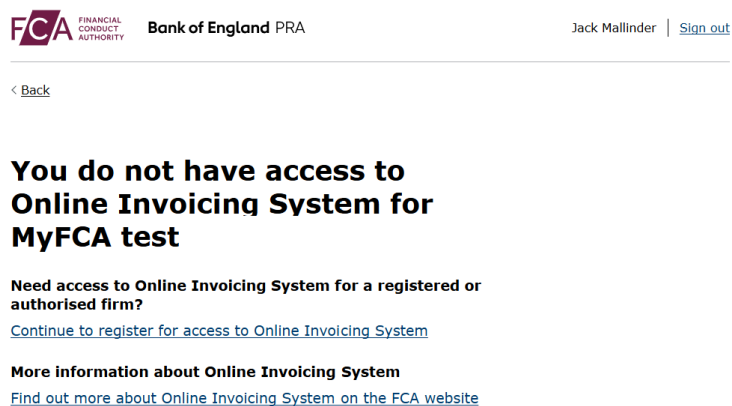
**!** By signing in to My FCA, I agree to the **terms and conditions.**

**Sign in >**

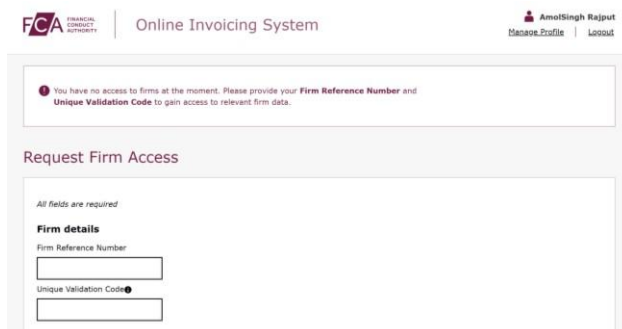
**Step 3:** Once you have landed in My FCA, press the 'Online Invoicing System' go-to link

The screenshot shows the My FCA user dashboard. At the top, there is a navigation bar with the FCA logo, 'Bank of England PRA', and the user's name 'Jack Mallinder' with a 'Sign out' link. Below this is a 'New service' banner with a feedback link. The main content area features a dark blue banner for 'OIS Firm2 for Performance Test' with the firm reference number '460849' and a 'View firm on the Financial Services Register' link. Below this is an 'Important information' box dated 25 September 2025, stating that RegData will not be available from 1pm to 5pm on Saturday 27 Sep 2025 due to essential maintenance, and will be available from 8am on Sunday 28 Sep 2025. At the bottom, there is a 'Go to' section with a grid of links: RegData, Connect, Online Invoicing System (highlighted with a red box), FCA Handbook, FCA Fee Calculator, Financial Services Register, and System notices and regulatory updates.

**Step 4:** On the next page, press the link “Continue to register for access to Online Invoicing System”



**Step 5:** 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](mailto: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.

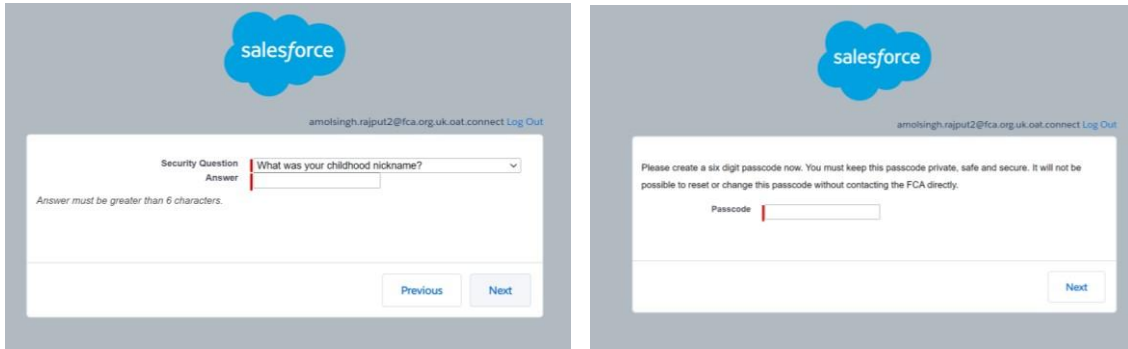
**Please note: If your firm already has a registered user, the registered user will be able to obtain the UVC via the online invoicing portal. They can request it using the link on the Home page:**



**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.

