

## **Transcript for video – FCA explains: Welcome to My FCA**

### **My FCA is a new portal for registered and authorised firms.**

Sign in to My FCA to view your scheduled tasks in one place.

Connect, RegData and Online Invoicing System users who have registered for multi-factor authentication will be able to sign in to My FCA using their existing details.

From the FCA website, navigate to the My FCA landing page.

Sign in to My FCA using the same credentials that you use for Connect, RegData or the Online Invoicing System.

You will then be prompted to enter a one-time passcode in the same way as you do when signing-in to Connect, RegData or Online Invoicing System.

If you have more than one firm associated with your account, you will now see a list of them all which you can click to access.

You have now arrived at the My FCA homepage. Near the top of the page is the firm details banner which will show the name of your firm and the firm reference number or FRN.

The banner also includes a direct link from My FCA to your firm record or details on the Financial Services Register.

The 'Go to' section gives you direct access to FCA systems without the need to sign in again, and links to important FCA resources such as the Handbook.

'Your next tasks' show regulatory tasks for your firm for the next 14 months, plus any that are overdue.

All tasks show a due date, system and current status.

If you select a task like Directory Persons Attestation, it will take you directly from the task list to the Connect task.

You can then complete the task and navigate back into My FCA through the 'Go to My FCA' button at the top.

Click on another task like CCR007 data item, it will take you directly from the task list to the RegData task. You can complete the task and navigate back into My FCA through the 'Go to My FCA' button at the top.

For the latest information visit [www.fca.org.uk/firms/my-fca](http://www.fca.org.uk/firms/my-fca).