RegData User Guide – Resetting a forgotten password or passcode

V0.1

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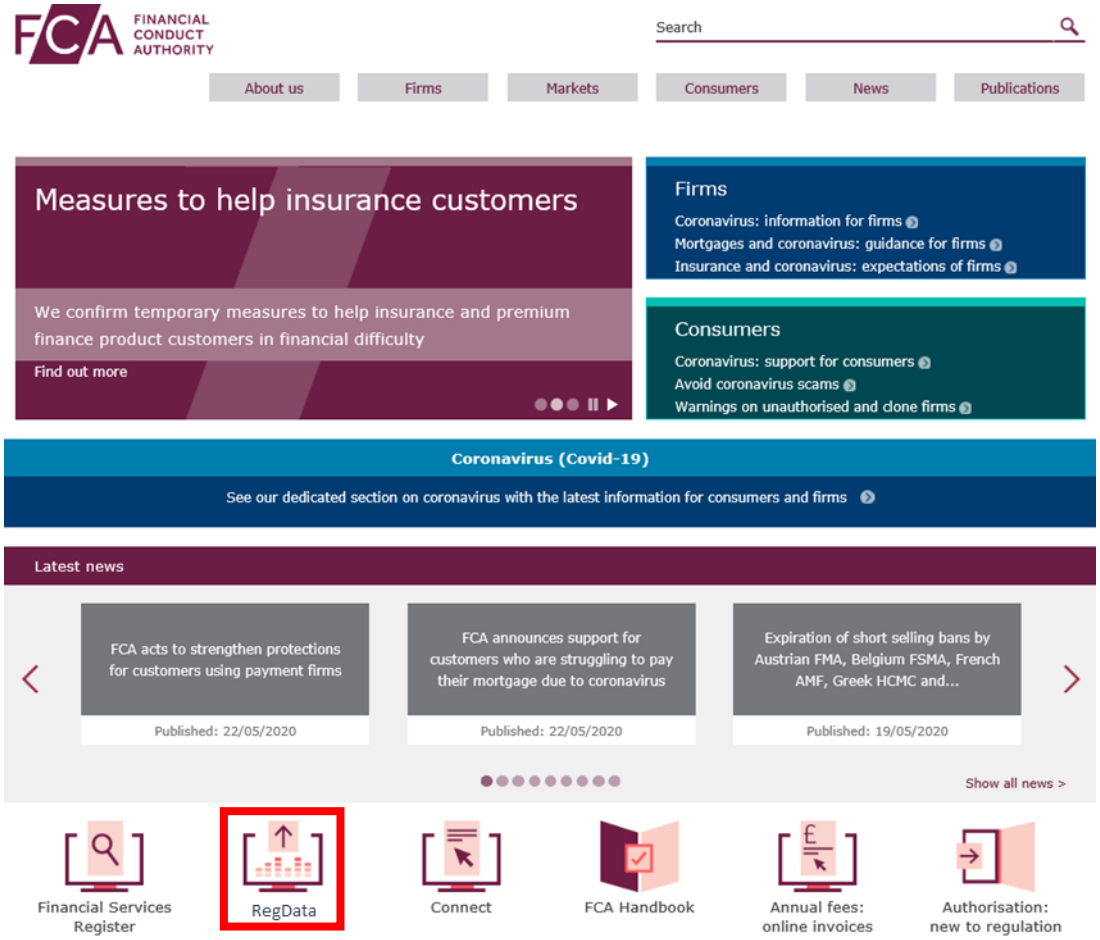
RegData is the FCA & PRA's regulatory reporting platform.

This user guide provides a step-by-step guide on how to reset your password if you have forgotten it. If you wish to change your password from within the system, refer to the user guide for changing your password.

0. Navigating to RegData via the FCA website

To commence logging in to the RegData platform, first visit the FCA website

Step 1: Go to **FCA.org.uk** and click on the **RegData icon**

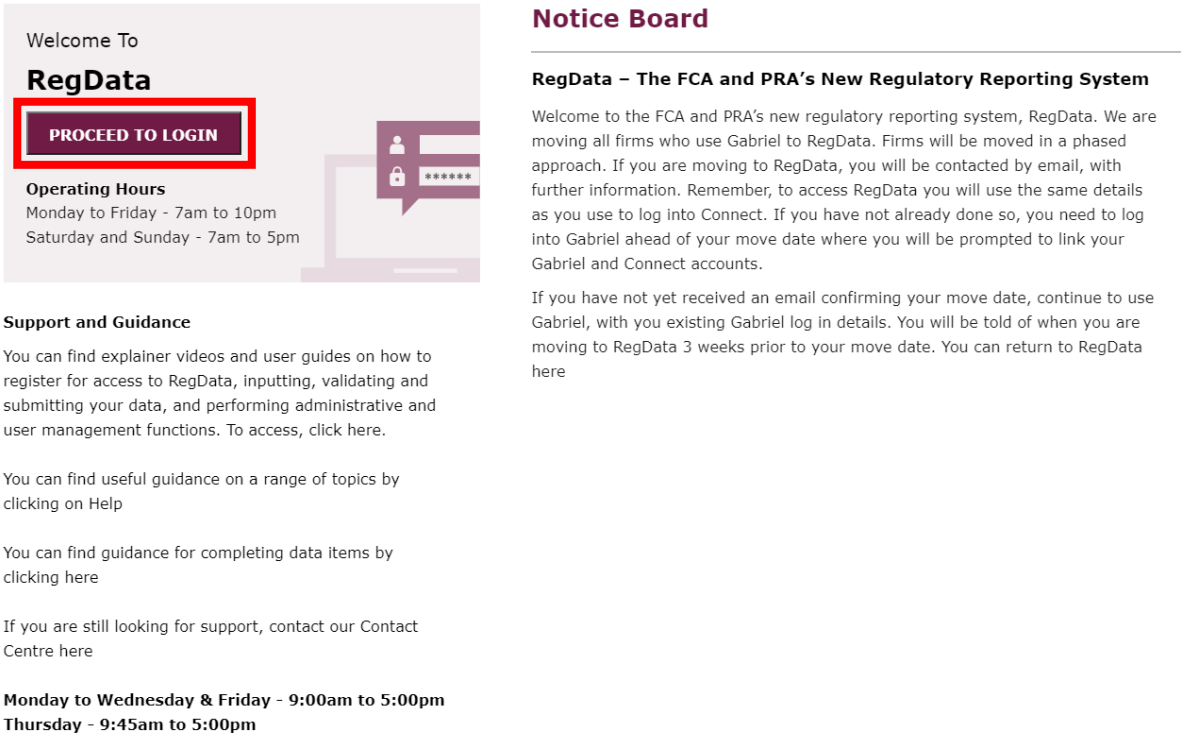


Step 2: On the RegData homepage, scroll down, and click on **Log in to RegData**

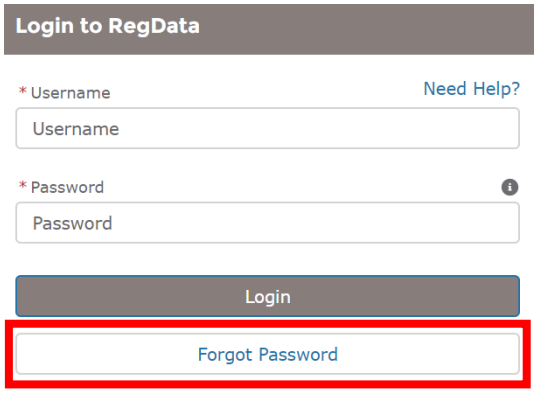
1. Resetting your password

You will be taken to the RegData notice board. This page will provide you with the latest news on RegData, and we recommend that you visit the notice board for updates.

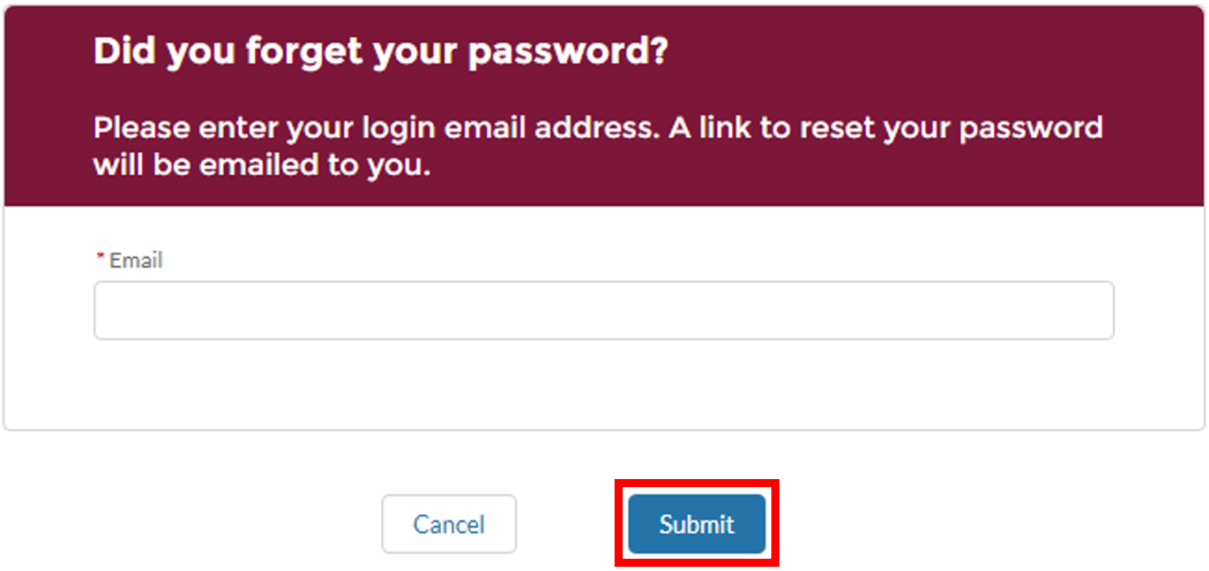
Step 3: In the top left, click on **Proceed to Login**



Step 4: On the next screen, click on Forgot Password



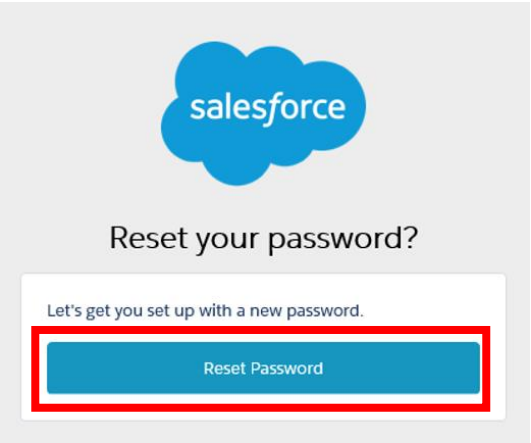
Step 5: On the next screen, you will be asked to enter your email address. Once you have done this, **click Submit**



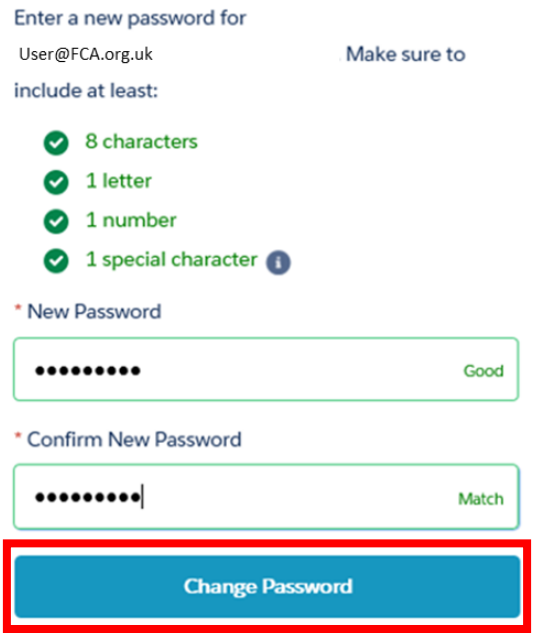
Step 6: You will receive an email from the FCA. In this email, there will be a link to reset your password. **Click on this link**

IMPORTANT: If you have not received this email, remember to check your spam/junk mailbox

Step 7: You will be presented with a reset your password screen. **Click Reset Password**



Step 8: You will now be presented with a screen to enter your new password. Ensure it meets the password policy presented. Enter your new password in the New Password and Confirm New Password fields, and then **click Change Password**



Step 9: You will be taken back to the login page. **Proceed to login** using your registered email address, new password, and one time passcode from either your authenticator app, SMS text or voice call to authenticate.