



## **RegData User Guide – Changing your Password**

**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 change your password from within the system. If you have forgotten your password and need to reset it, refer to the user guide for this.

## Log into RegData

Log into RegData using the log in details you registered with (these will be the same log in details you use for Connect).

When you log into Reg Data, you will need to enter your username, password, and 6-digit one time passcode from either your authenticator app, SMS text or voice call to authenticate.

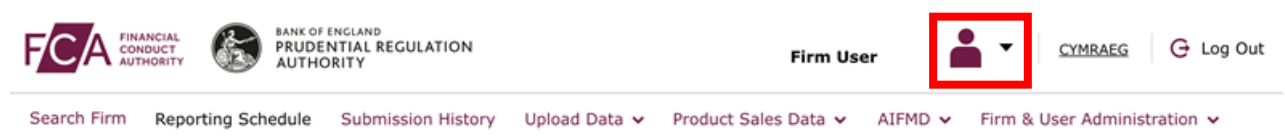
Once logged in, select your firm (if you report for more than one firm).

To find out more about logging into RegData, please see the explainer video [here](#), or the **user guide here**.

After 3 unsuccessful login attempts, your account will be locked for 20 minutes. If a further unsuccessful login attempt is made, your account will be locked, and you will need to contact the support team to unlock your account.

## Changing your password

**Step 1:** At the top of the screen, **click on the icon of a person**



**Step 2:** Then, from the drop down menu, **click on Change Password**



**Step 3:** You will be presented with a change password screen. On this screen, enter and confirm your new password, following the password policy presented on the right of the screen. Once ready, **click SAVE PASSWORD**

## Change Password

\* Mandatory field(s)

New Password \*

Confirm New Password \*

SAVE PASSWORD

### Password Policy

To help ensure your account remains secure, your new password must:

- Be a minimum of 8 characters
- Include at least 1 number
- Include at least 1 uppercase and 1 lowercase letter
- Include at least 1 of the following special characters- <math>\% \\$ > ! = + - \_ ? </math> (
- Not match any of the last 3 passwords you used for this service

Once you have successfully changed your password, you will receive confirmation at the top of the screen.



FINANCIAL  
CONDUCT  
AUTHORITY



BANK OF ENGLAND  
PRUDENTIAL REGULATION  
AUTHORITY

Principal User



CYBRAEG

Log Out

[Change Firm](#) [Reporting Schedule](#) [Submission History](#) [Upload Data](#) [Firm & User Administration](#)



Your Password has been successfully changed. Please use your New Password for subsequent Logins.

