

How to register using the Salesforce Authenticator app

Step 1 - Sign in to My FCA using your FCA username and password

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 2 – If you are logging into Connect, RegData or the Online Invoicing system enter your 3-digit passcode set up during your system registration and click on 'Continue'.

Please enter digits: 1, 4 and 2 from your passcode (excluding commas).

1	
4	
2	

Note: if you are logging into the Electronic Submissions or SIS system, this step does not apply to you.

Step 3 – Choose the first option to set up the Salesforce Authenticator App (or another authenticator app)



Before you continue

Select a multifactor authentication option

Multifactor authentication (MFA) provides an extra layer of security on top of your username and password.

This means you will be using your phone to receive a six digit one time passcode that you need to enter every time you login.

Registration only takes a couple of minutes. Choose an option below:

- ☒ Download and use the Salesforce [?]
authenticator app or use your preferred
authenticator app.
- ☐ If you don't want to use an
authenticator app you can login using
SMS or voice call.
- ☐ I don't want to register at this
time.

Step 4 – Go to your mobile app store and search for the Salesforce Authenticator app and click 'Download'. You must then open the app and click on 'Add Account' and select scan QR code option and then hold the mobile device up towards the computer screen on step 4.



Step 5 – A 6-digit passcode will appear on your Salesforce Authenticator app. Enter the code here.



Set-up multifactor authentication

1. Install the Salesforce authenticator app or use another authenticator app of your choosing.
2. In your app select add an account.
3. Then scan the image below.



Enter the one time passcode [?]

Step 6 – You have successfully registered and logged into your account. You will need to enter a 6-digit code from your phone at every login.

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

TestFirm[Change firm](#)

Firm reference number:
[View firm on the Financial Services Register](#)

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.

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Go to

RegData >	Connect >	Online Invoicing System >
FCA Handbook >	FCA Fee Calculator >	Financial Services Register >
System notices and regulatory updates >		