

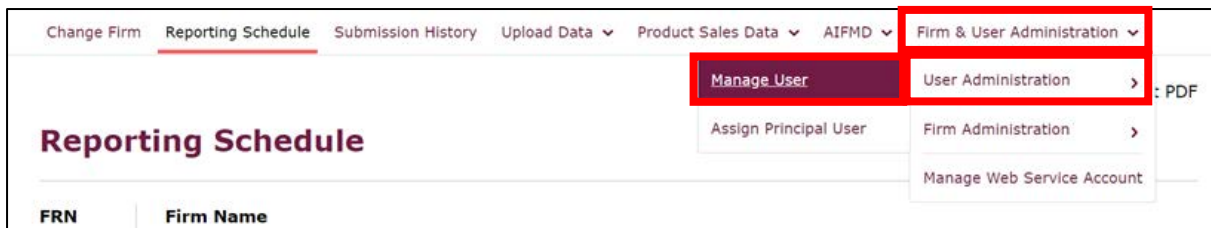
RegData user guide

Disabling a user

This user guide explains how to disable a user within RegData.

If you are a Principal User or Firm Administrator, you can disable a user in RegData. Disabling a user means they can no longer report in RegData for your firm.

At the top of the screen, hover over Firm & User Administration, then hover over User Administration, and then click on **Manage User**:



Select the user you wish to disable, and click on **Edit**:

Firm & User Administration / User Administration / Manage User

Manage User ? Help

FRN | Firm Name

ADD USER **ASSIGN PRINCIPAL USER**

Existing Users

Filter Users by **APPLY**

| Name | Email | Access Level | Status on Firm | Status on FDC | Action |
|---|----------------------|----------------|----------------|---------------|-------------|
| <input type="radio"/> User One | User.One@email.com | Principal User | Enabled | Active | N/A |
| <input checked="" type="radio"/> User Two | User.Two@email.com | Firm User | Enabled | Active | Edit |
| <input type="radio"/> User Three | User.Three@email.com | Firm User | Enabled | Active | Edit |
| <input type="radio"/> User Four | User.Four@email.com | Firm User | Enabled | Active | Edit |

At the top of the Edit User Details screen, you will find the details of the user. Click on the **Status on Firm** drop-down list, and change from Enabled to Disabled:

Edit User Details ? Help

FRN | Firm Name

** Mandatory field(s)*

Title * First Name * Last Name *

Email * User ID

Phone Country Code * Telephone Number * Mobile Number

Access Level * **Status on Firm ***

Job Title *

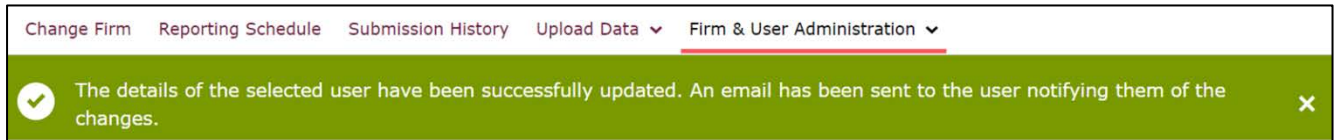
Scroll to the bottom of the screen and click on **save details**:



REP010 - List of Overseas Regulators and

CANCEL SAVE DETAILS

You will see a confirmation message at the top of the screen once this has been updated:



Change Firm Reporting Schedule Submission History Upload Data Firm & User Administration

The details of the selected user have been successfully updated. An email has been sent to the user notifying them of the changes. X

The user will receive an email informing them of their change of status.