



Registering as a user of the site

You need to be a registered user to access most of the online services on this website. There are no joining or maintenance fees and you will only be charged for the services you use.

There are two steps to registering as a user of the FSPR website.

Step one - igovt logon

The Companies Office and the FSPR now use the igovt logon service.

Essentially igovt allows clients to use the same logon (username, password) across various government online services that are part of the igovt programme. This saves you from having to remember multiple logon details for different services. [Learn more about the igovt logon service.](#)

If you already have an igovt logon you won't need to create a new one, simply enter your user name and password.

If you need an igovt logon you can create one from our website.

Step two

After completing the igovt section you will be automatically returned to the FSPR website. You will then need to complete a few more details to finish setting up your new FSPR logon. Just select the option that best describes your situation.

Option one - I want to set up an account for my personal use

Select this option if you want to set up an account to manage your individual FSP registration, or FSP registration for your own companies, for example, those companies where you are a director.

Option two - I want to set up an account for a new organisation

Select this option to set up a new organisation. Setting up an organisation allows you to add other users to this organisation. Each user associated with your organisation will use the organisation's general information and payment options.

In this situation the organisation will be shown as the document presenter (including the organisation name and the postal address) rather than the individual user's personal contact details.

Note | Individual users can still use their accounts for online services. When using an online service they will be prompted to confirm which role they are acting in.

Option three - I have received an activation code

This option applies to users who will be using their FSPR logon on behalf of an organisation (for example, your employer). To use this option you must already have received an activation code (via email). You will be prompted to enter the activation code.