

## **Register a New Coordinator or Add a New User**

### **Register a New Coordinator**

To register as a new Coordinator, please contact the *FDICconnect* HelpDesk. The Helpdesk registers all new coordinators. You can reach the Helpdesk at 877-275-3342 (Select Option 4) or 703-516-1069 or email [fdicconnect@fdic.gov](mailto:fdicconnect@fdic.gov).

### **Add a New User**

Coordinators can add new users by following the steps below:

- Go to: <https://www.fdicconnect.gov>
- Sign-in
- Select “Coordinator Functions” from the *FDICconnect* Business Center Menu
- Select “Registration System Coordinator”
- Click on “New Bank User Registration Request” link
- Follow the instructions provided on the screen to complete the necessary changes

If you need assistance, please contact the *FDICconnect* Helpdesk at 877-275-3342 (Select Option 4) or 703-516-1069 or email [fdicconnect@fdic.gov](mailto:fdicconnect@fdic.gov).