

MyStandards Introduction

**Step-by-step manual for registration and access to
T2 MyStandards content**

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**Additional information on how to use MyStandards
and its major functionalities**

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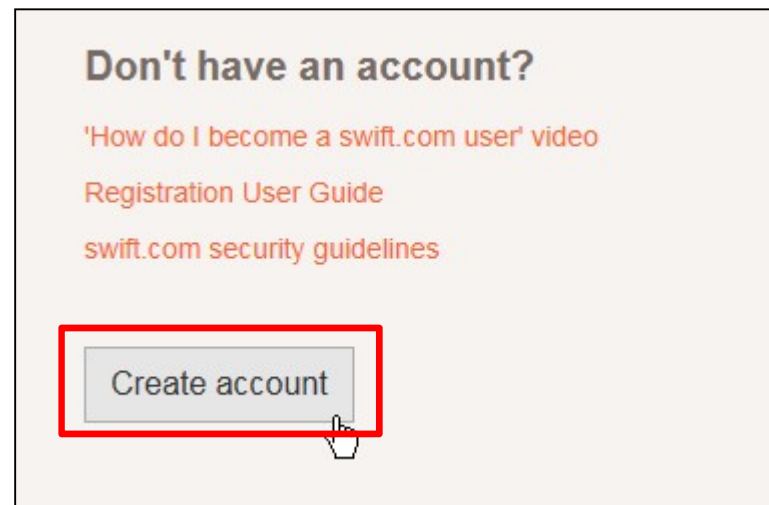
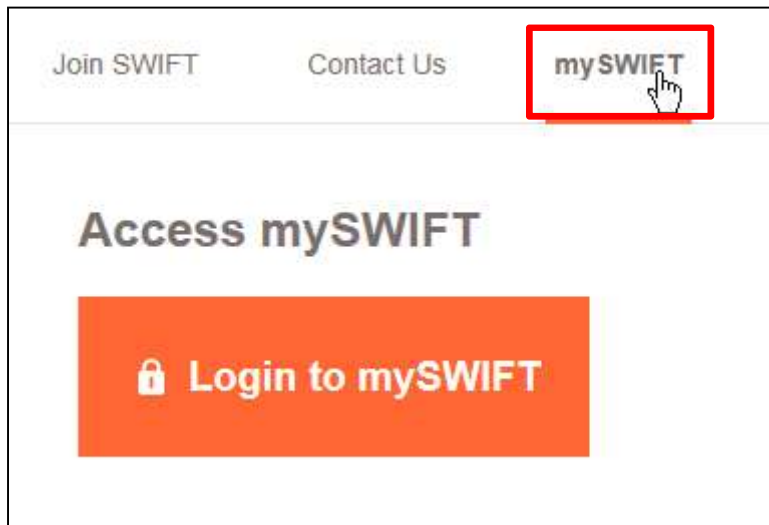
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I. Create account – two possible ways

- Access to MyStandards is possible via
 - a Swift.com account or
 - MyStandards account facilities.
- In the following slides you will find descriptions on how to create an account and how to login in MyStandards.
- If a SWIFT or MyStandards account is already available you may continue to Chapter II. MyStandards login.

I. Create account – SWIFT.com account (I)

- To create a SWIFT.com account please go to www.swift.com and follow the instructions below:
 - Click on “mySWIFT” and click on “Login into mySWIFT”.
 - Click on “Create account”.



I. Create account – SWIFT.com account (II)

- Fill in the mandatory fields and follow the instructions in the registration process.

USER REGISTRATION

Personal info

Title:

First name: *

Last name: *

Telephone *

Set your name and password

E-mail: *

Password *

Confirm Password *

Your password should adhere to the following rules:

- at least 8 characters length
- at least 1 uppercase letter
- at least 1 lowercase letter
- at least 1 non-alphabetic character such as: +-()!/=

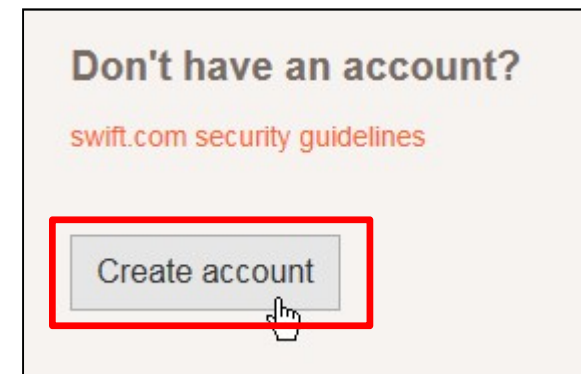
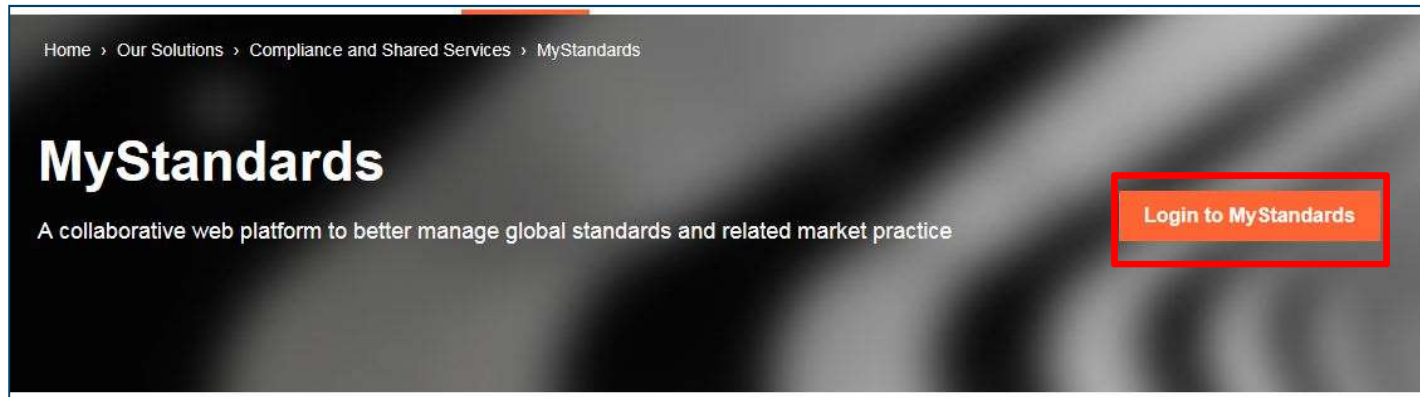
Challenge

E7WF NNEX 5

Enter the text of the image:

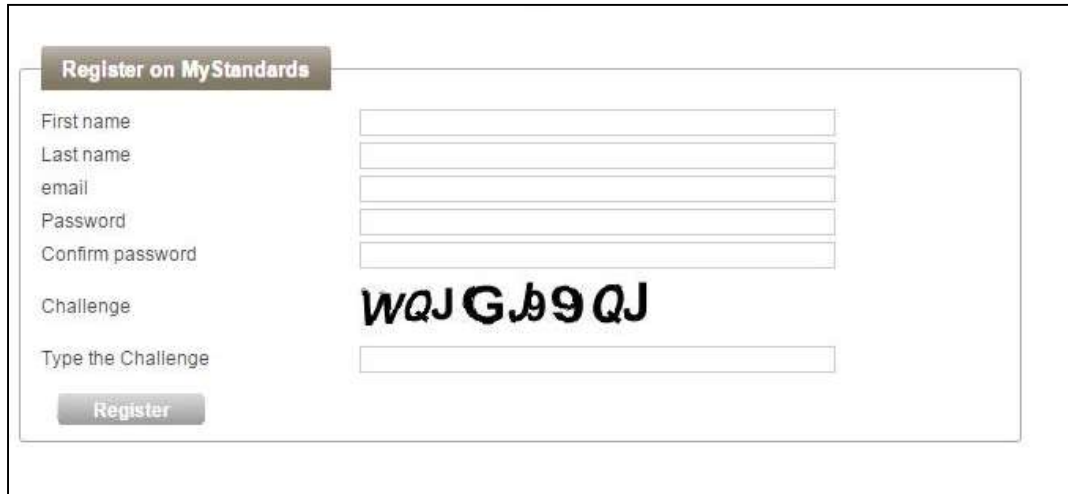
I. Create account – MyStandards account (I)

- To create a MyStandards account please go to <https://www.swift.com/our-solutions/compliance-and-shared-services/mystandards> and follow the instructions below:
 - Click on “Login to MyStandards” and then “Create account”.



I. Create account – MyStandards account (II)

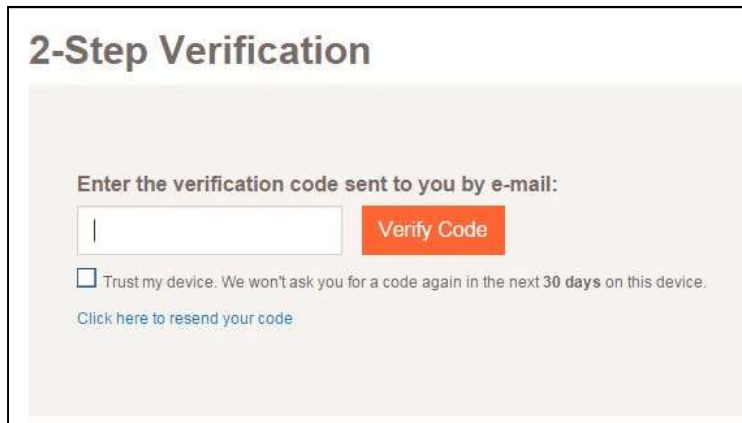
- Fill in the mandatory fields and follow the instructions in the registration process.



The registration form is titled "Register on MyStandards". It contains the following fields and elements:

- First name:
- Last name:
- email:
- Password:
- Confirm password:
- Challenge: WQJGJ9QJ
- Type the Challenge:
- Register button:

- The 2-step verification for every login is compulsory and cannot be deactivated.

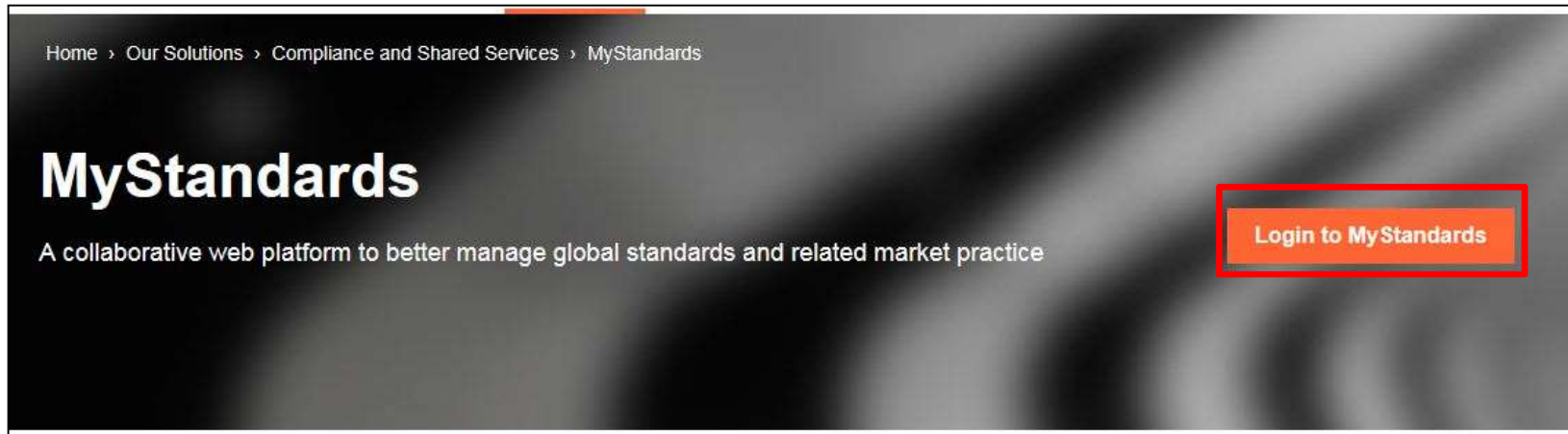


The 2-Step Verification form is titled "2-Step Verification". It contains the following elements:

- Enter the verification code sent to you by e-mail:
- Verify Code button:
- Trust my device. We won't ask you for a code again in the next 30 days on this device.
- [Click here to resend your code](#)

II. Mystandards login

- If a SWIFT or MyStandards account already exists you can login directly via MyStandards.



Sign in with your MyStandards credentials Setup a login seal to protect yourself against phishing attacks

Email address

Password Forgot password?

Don't have an account?
swift.com security guidelines

Create account

Sign in

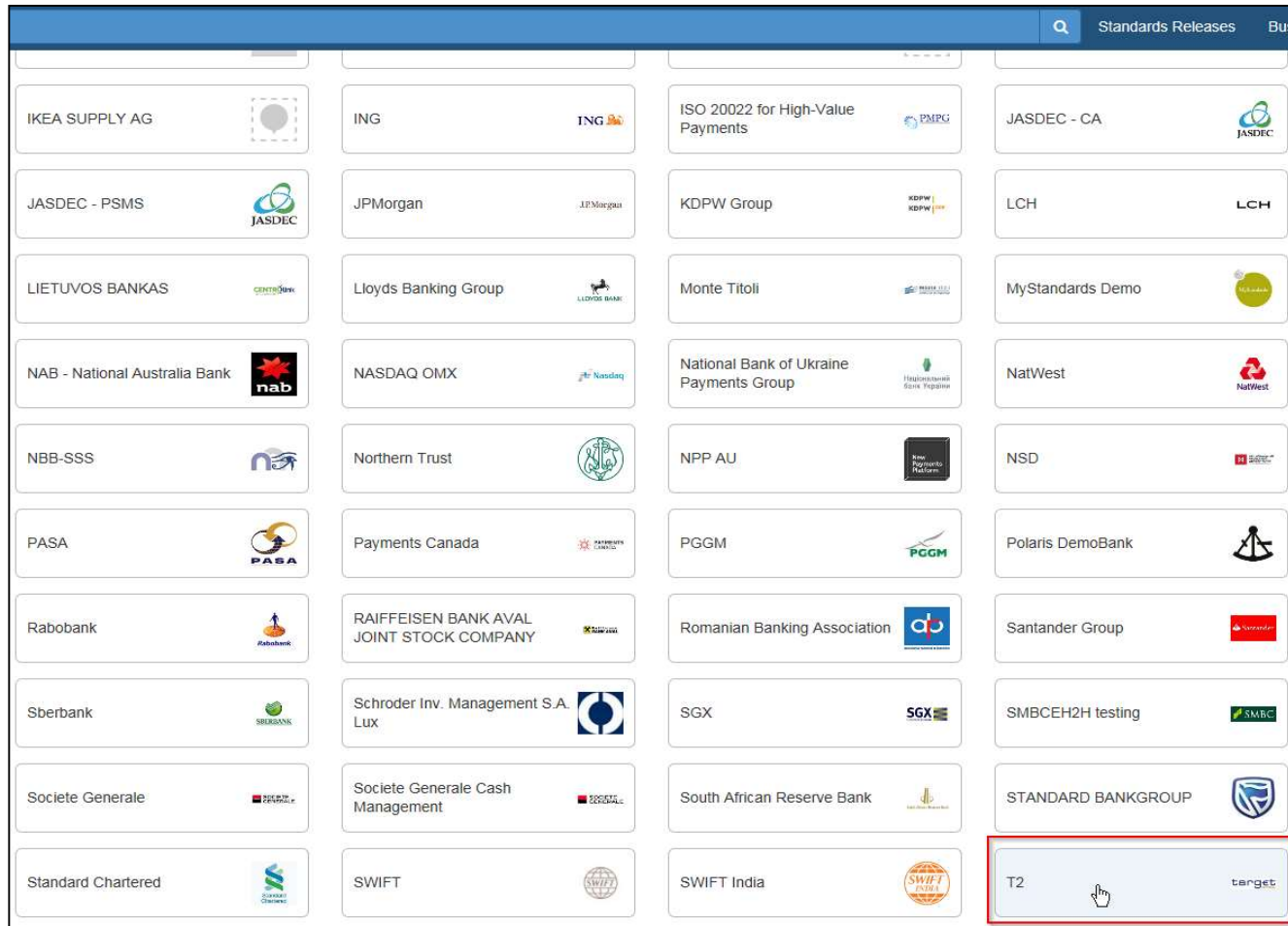
2-Step Verification

Enter the verification code sent to you by e-mail:

Trust my device. We won't ask you for a code again in the next 30 days on this device.
[Click here to resend your code](#)

III. MyStandards home screen and T2 group

- Interested users will find the T2 group on the home screen of MyStandards.
- Please click on the desired group to proceed.



IV. How to access the TCCG communities (I)

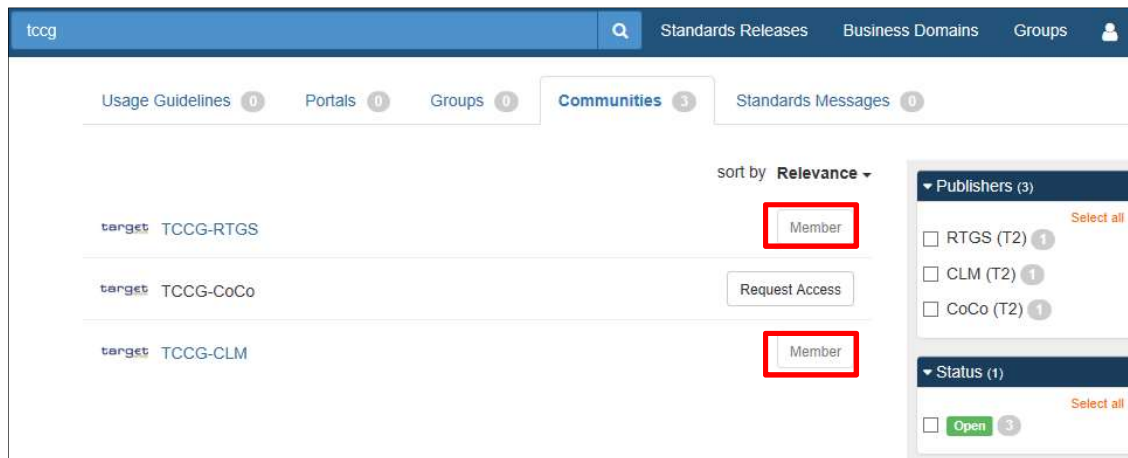
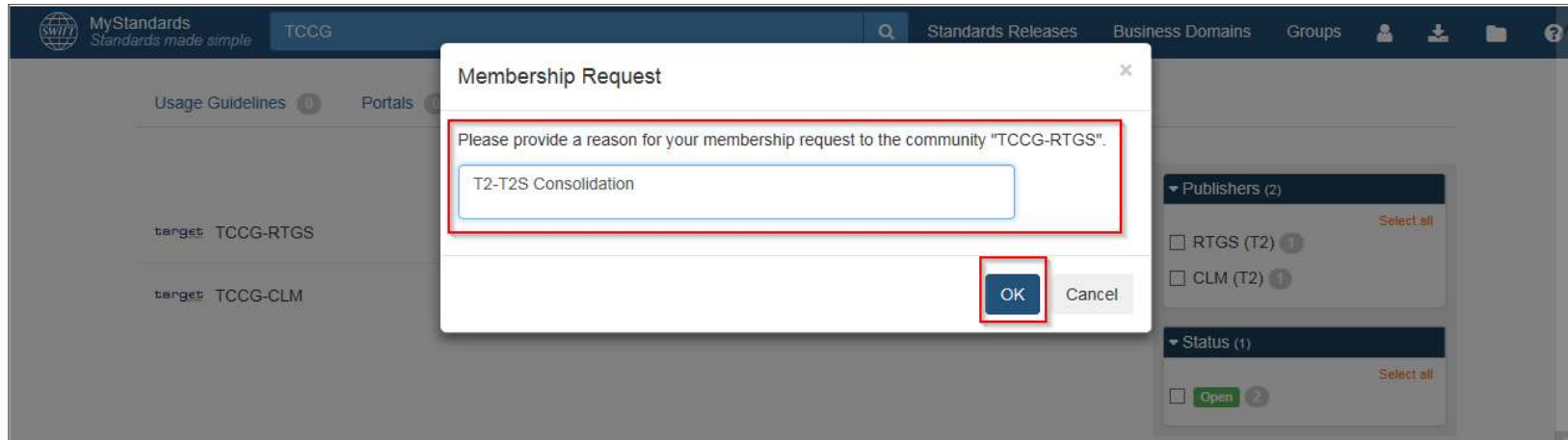
- Access to T2 usage guidelines is only provided to community members.
- Please type “tccg” in the search bar to search for the TCCG communities.
- The search result will show you the TCCG-RTGS, TCCG-CLM and TCCG-CoCo communities.

The screenshot shows the Target Services portal interface. At the top, there is a search bar containing the text "tccg", which is highlighted with a red box and an arrow. To the right of the search bar are navigation links for "Standards Releases", "Business Domains", and "Groups". Below the search bar, there are tabs for "Usage Guidelines (0)", "Portals (0)", "Groups (0)", "Communities (3)", and "Standards Messages (0)". The "Communities (3)" tab is selected. The main content area displays three search results, each with a "target" icon and the community name: "TCCG-RTGS", "TCCG-CoCo", and "TCCG-CLM". To the right of these results is a "sort by Relevance" dropdown menu, which is also highlighted with a red box and an arrow. Below the dropdown menu, there are three "Request Access" buttons, each corresponding to one of the search results. To the right of the search results, there are two filter panels. The first panel is titled "Publishers (3)" and contains three checkboxes: "RTGS (T2) (1)", "CLM (T2) (1)", and "CoCo (T2) (1)". The second panel is titled "Status (1)" and contains one checkbox: "Open (3)".

- Please request access to each community

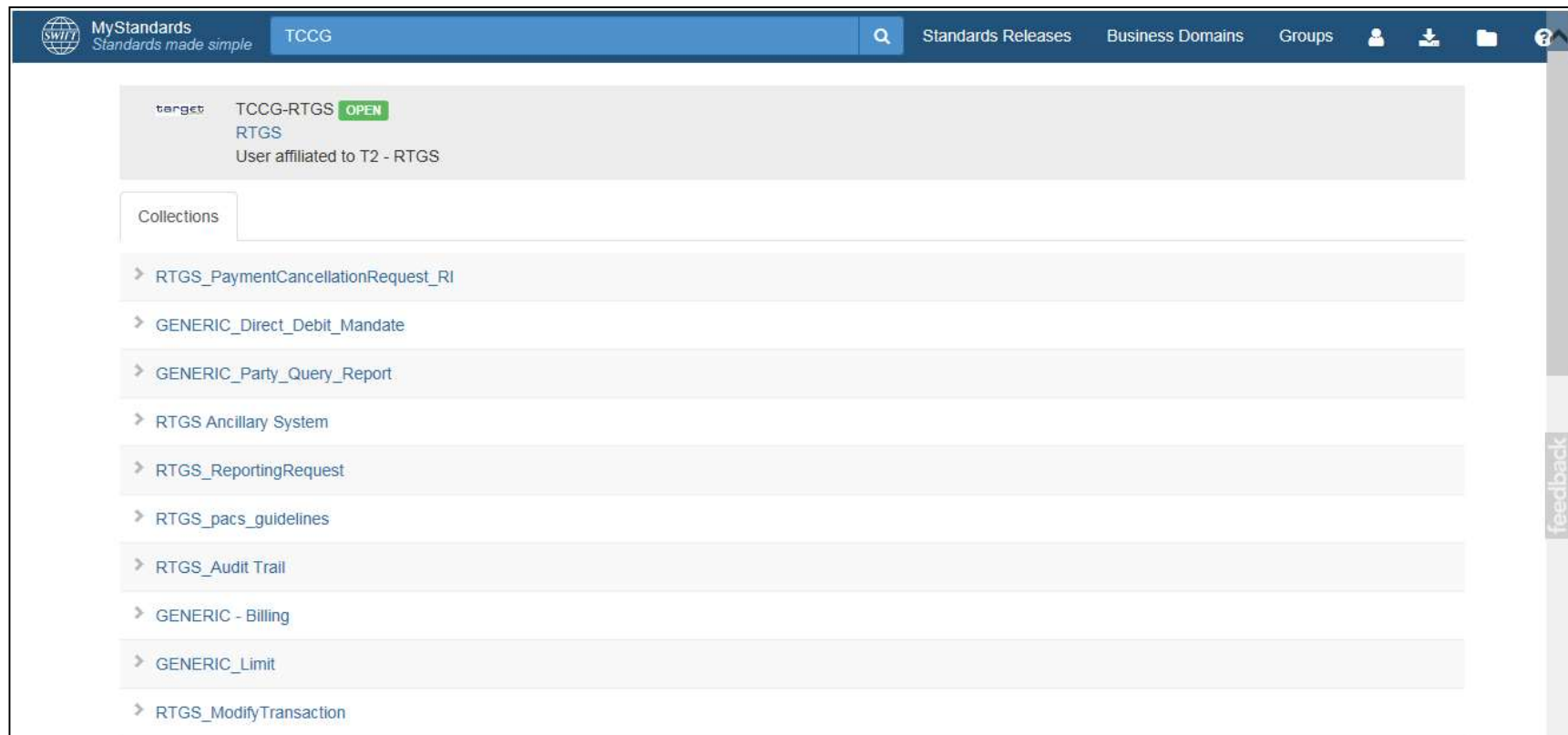
IV. How to access the TCCG communities (II)

- Access to RTGS, CLM and CoCo open communities will be granted automatically – a reason is not required.



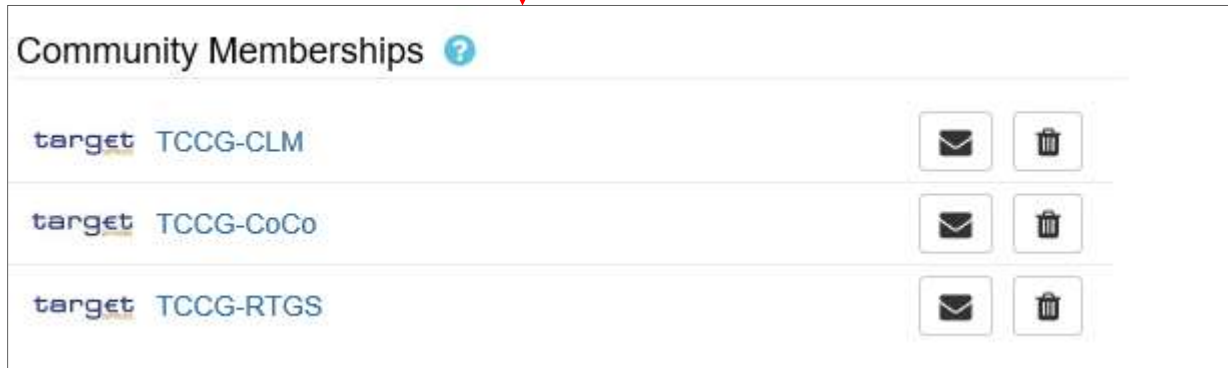
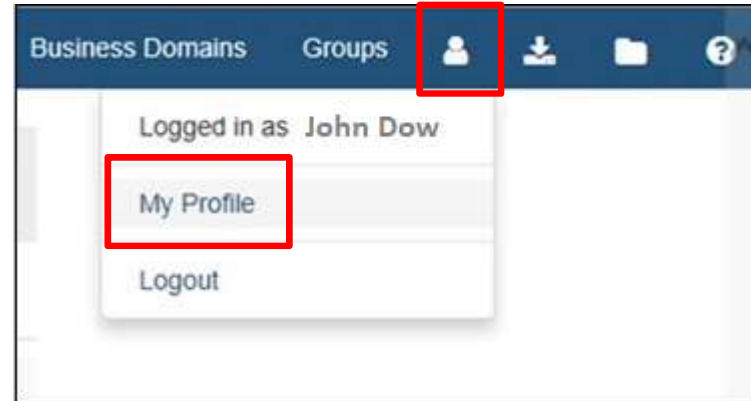
IV. How to access the TCCG communities (III)

- Once access is granted the user will be able to see the usage guidelines which are shared with the relevant TCCG community.



V. MyStandards user management

- User management is done in My Profile (icon of a person).
- Users can view their communities.



VI. TCCG community

- Usage guidelines will first be drafted and then shared in collections in the TCCG-RTGS, TCCG-CLM and TCCG-CoCo communities.
- Within the communities the previous and latest version of each message usage guideline are shared.
- The descriptions help the user navigate to the desired UDFS version.

<p>target TCCG-RTGS OPEN RTGS User affiliated to T2 - RTGS</p> <p>Collections Members</p> <p>> RTGS_Standing Order Technical version: 3 , Version: UDFS v1.0</p> <p>> RTGS_ReceiptAcknowledgement Technical version: 13 , Version: UDFS v1.1</p>	<p>target TCCG-CLM OPEN CLM User affiliated to T2 - CLM</p> <p>Collections Members</p> <p>> GENERIC_Party_Query_Report Technical version: 2 , Version: UDFS v1.1.1</p> <p>> CLM_Receipt Technical version: 9 , Version: UDFS v1.0</p>	<p>target TCCG-CoCo OPEN CoCo User affiliated to T2 - CoCo</p> <p>Collections Members</p> <p>> Billing Technical version: 13 , Version: BILL UDFS v2.1</p> <p>> BDM_BusinessDayInformation Technical version: 6 , Version: BDM UDFS v2.1</p>
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VII. Access to usage guidelines

- Usage guidelines are shared in collections.

target: **RTGS_pacs_guidelines**
Technical version: v.92 imported , Version: UDFS v2.1 , Status: Final

+ New Version Follow Export

Show details

Usage Guidelines Technical Versions

- pac.002_FIToFIPaymentStatusReport_pacs.002.001.10
- pac.004_PaymentReturn_pacs.004.001.09
- pac.008_FIToFICustomerCreditTransfer_pacs.008.001.08
- pac.009_FIToFIFinancialInstitutionCreditTransfer_pacs.009.001.08
- pac.010_InterbankDirectDebit_FinancialInstitutionDirectDebit_pacs.010.001.03

target: **BusinessApplicationHeader**
Technical version: v.10 From v.9 , Version: CRDM UDFS v2.1

+ New Version Follow Export

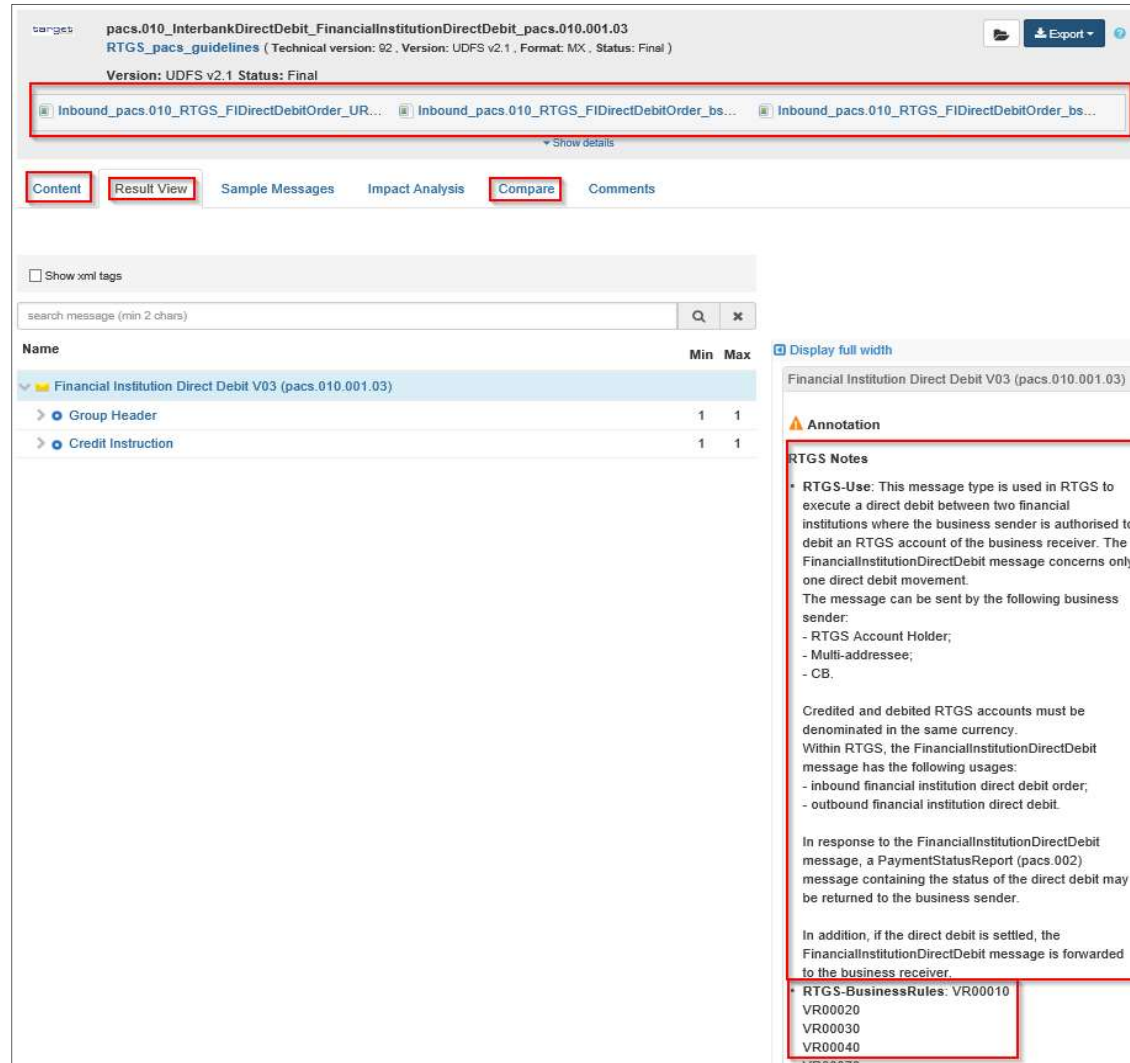
Show details

Usage Guidelines Technical Versions

- head.001_BusinessApplicationHeader_head.001.001.01

- Access is restricted to TCCG communities.
- Available usage guidelines are customised by 4CB.
- The setup of a collection may change in based on the different needs per service.

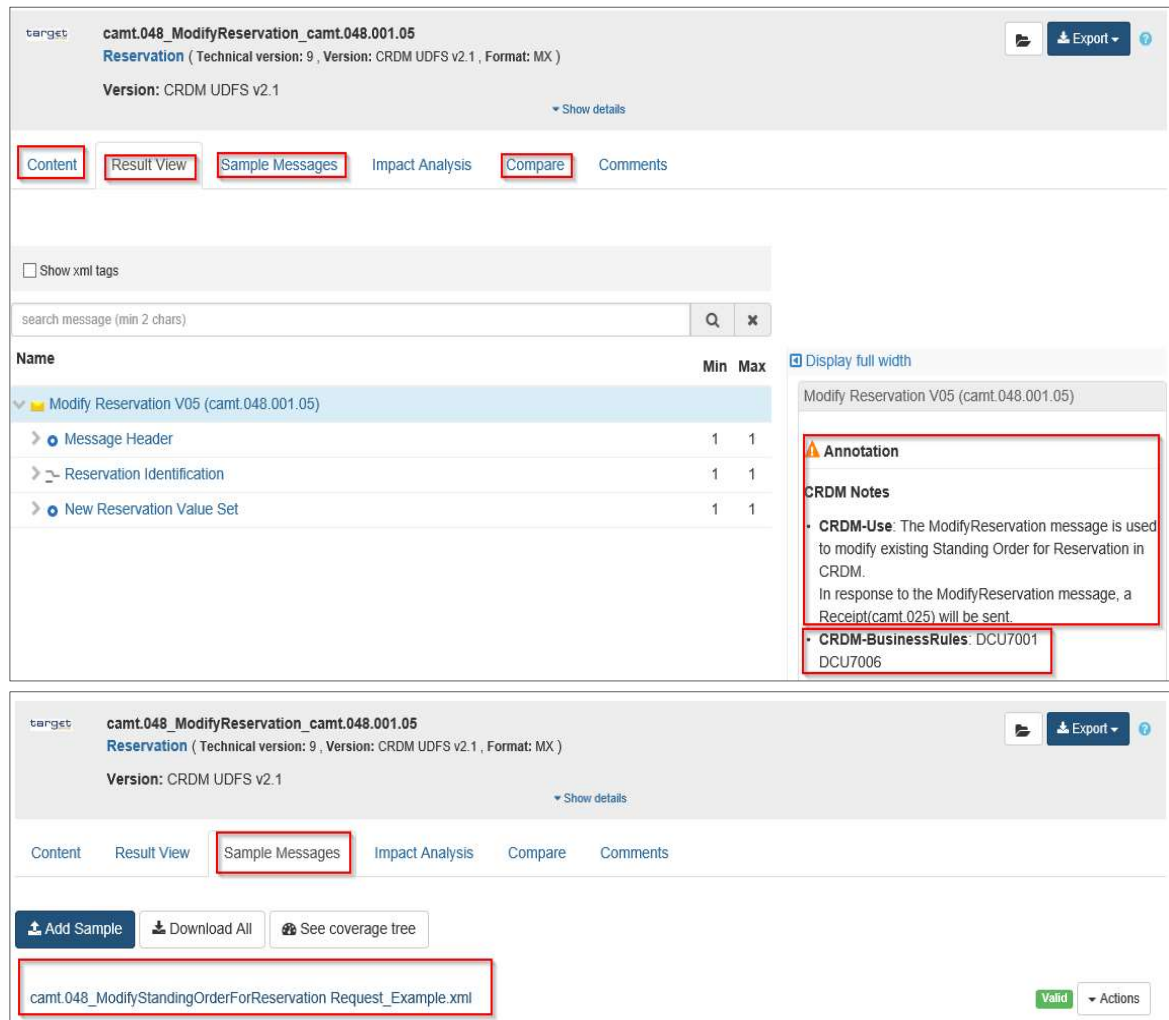
VIII. Usage guidelines (I) - screen view RTGS and CLM



- The screen offers several options:
 - Message Examples.
 - Result view = customization result.
 - Compare*.
 - Annotation = Service specific usage guideline.
 - Business Rule IDs (to be found in UDFS as Validation Rule IDs)

*The compare functionality is not available for single usage guidelines. Please refer to slides 19 & 20 for a detailed description of this functionality.

VIII. Usage guidelines (II) - screen view CoCo

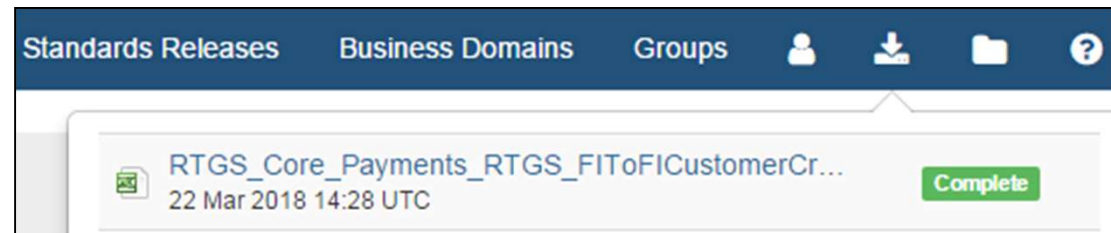
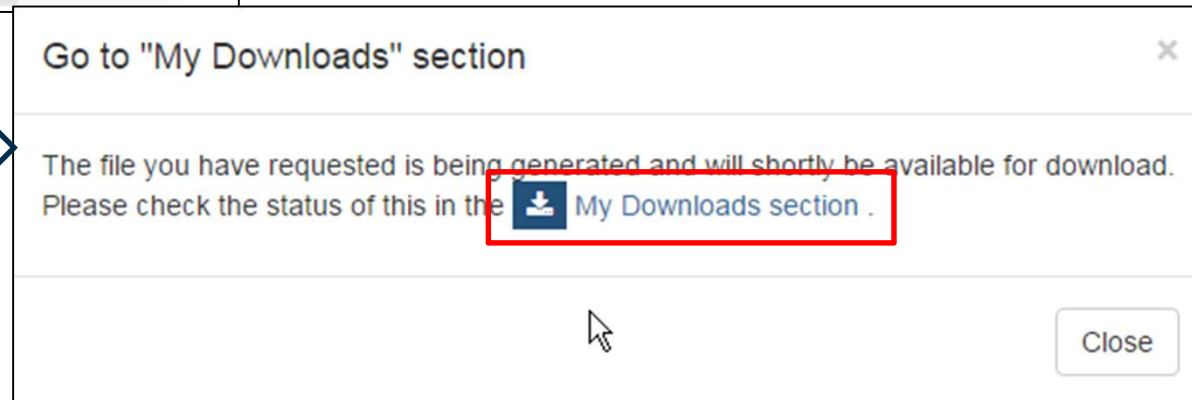
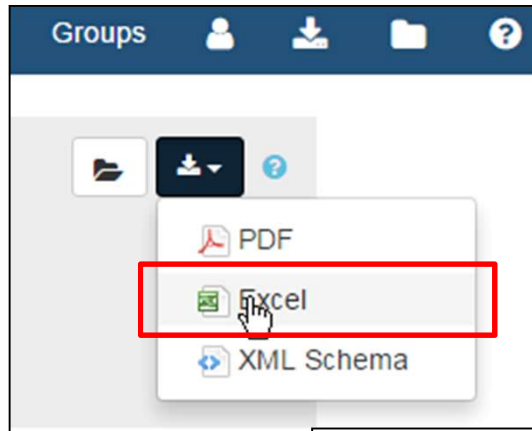


- The screen offers several options:
- Message examples in “Sample Messages”.
- Result view = Customization result.
- Compare*.
- Annotation = Service specific usage guideline.
- Business Rule IDs.

*The compare functionality is not available for single usage guidelines. Please refer to slides 19 & 20 for a detailed description of this functionality.

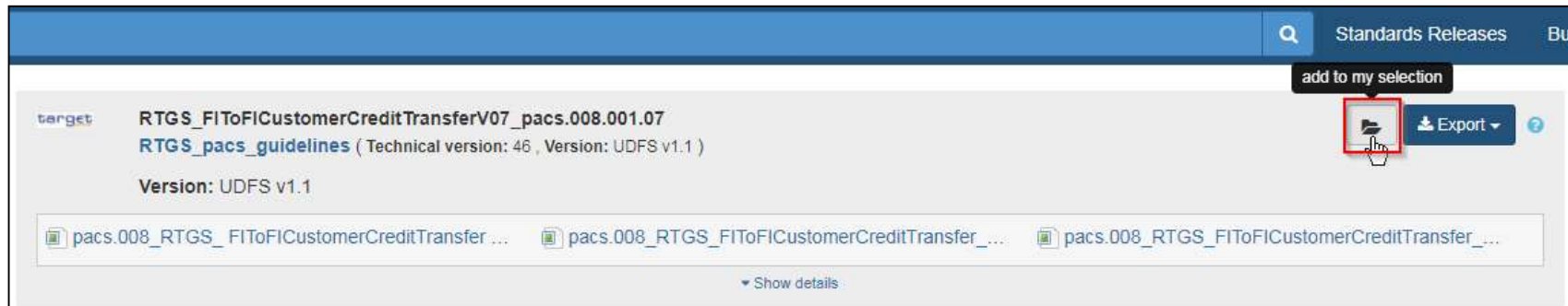
VIII. Usage guidelines (III) - export functionality

- Usage guidelines can be exported as PDF, Excel or Schema files.

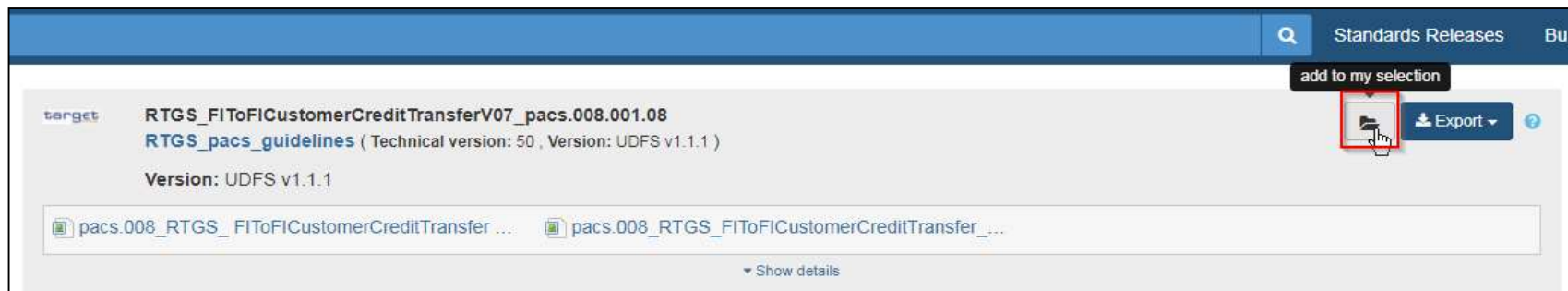


VIII. Usage guidelines (IV) – compare functionality 1

- The compare functionality offers the facility to compare usage guidelines of the same message type but different UDFS versions.
- The user first has to select the previous version of the message and “add to my selection” (folder icon).



- The user must then do the same for the latest version of the message.







VIII. Usage guidelines (IV) – compare functionality 2

- The user clicks on “My Selection“, which will show that two usage guidelines have been selected.
- The user then selects from different batch operations to start and view the comparison.



My Selection - Usage guidelines

 RTGS_FIToFICustomerCreditTransferV07_pacs.008.001.07 Version: UDFS v1.1	
 RTGS_FIToFICustomerCreditTransferV07_pacs.008.001.08 Version: UDFS v1.1.1	

Batch operations

- Compare selected UGs
- Export the comparison
- Export selection to PDF
- Export selection to Excel
- Export selection to Schema
- Edit Metadata
- Empty the selection

- Once the comparison is finalised, “My Selection“ must be emptied by clicking on the folder icons with the red x or “Empty the selection“, and restart the process for another comparison activity.