

# MyStandards Introduction

**Step-to-step manual for registration and access**

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

# Content

- | Create account
  - Swift.com account
  - MyStandards account
  
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- | MyStandards User Management
- | TCCG Community
- | Access to usage guidelines
- | Usage guidelines and major functionalities

# Creation of accounts – two possible ways

| Access to MyStandards is possible via

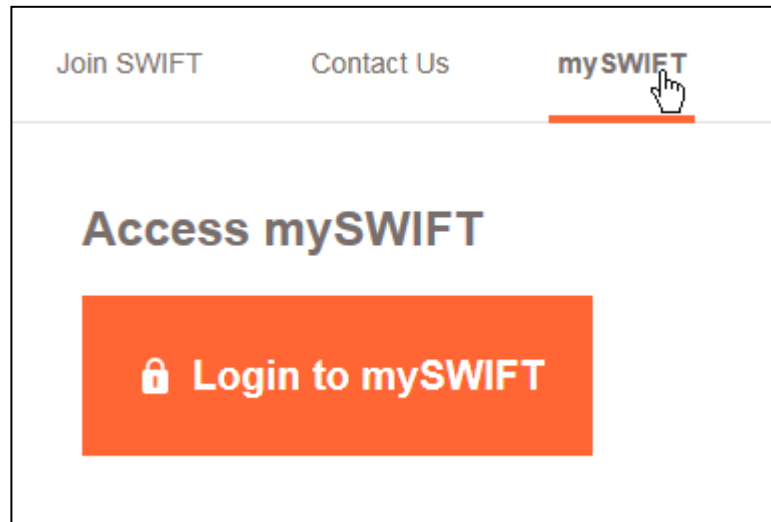
- Swift.com account or
- MyStandards account facilities.

| In the following slides you may find descriptions how to create an account and how to login in MyStandards

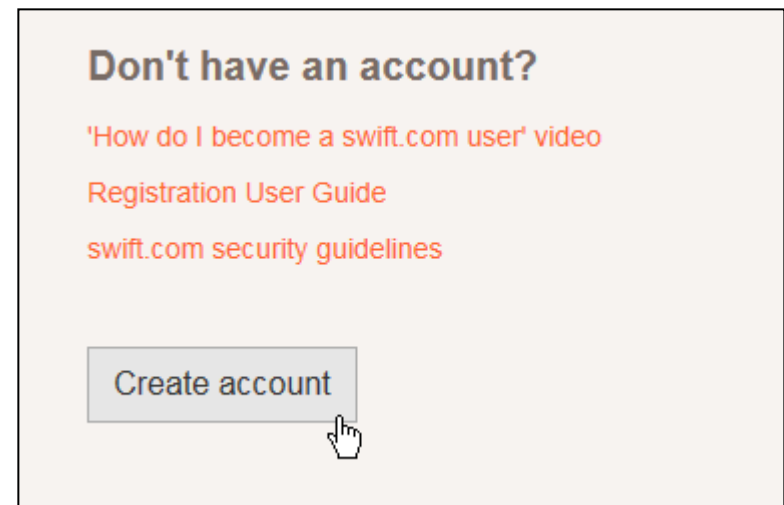
| If a SWIFT or MyStandards account is already available you may continue to MyStandards Login

# Create account – SWIFT.com account I

| Go to [www.swift.com](http://www.swift.com)



| Possibility to access mySWIFT




# Create account – SWIFT.com account II

| Follow instructions

## 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 NNEX5**

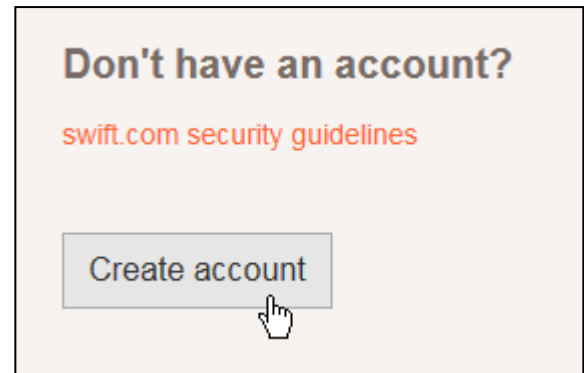
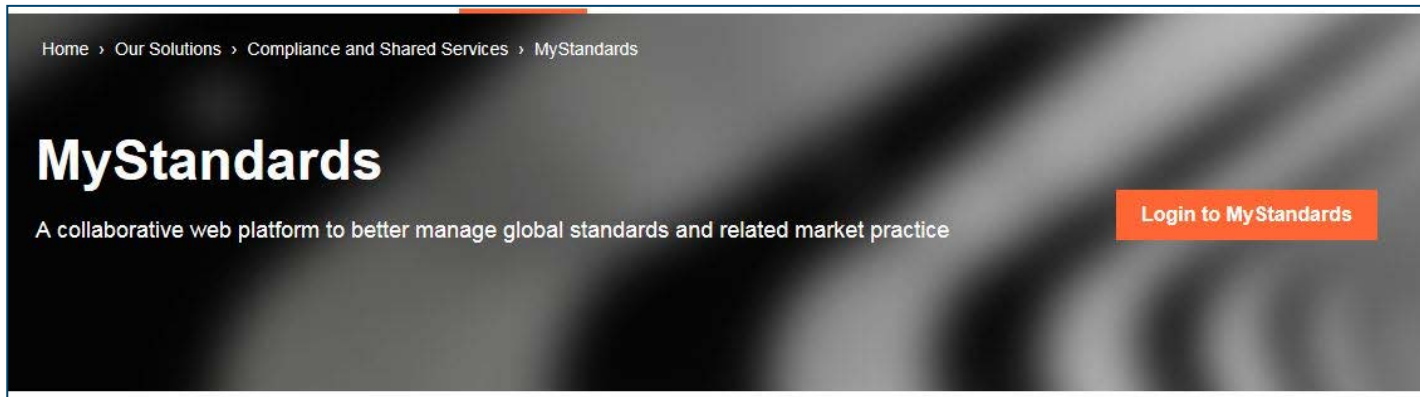


[New challenge](#)

Enter the text of the image:

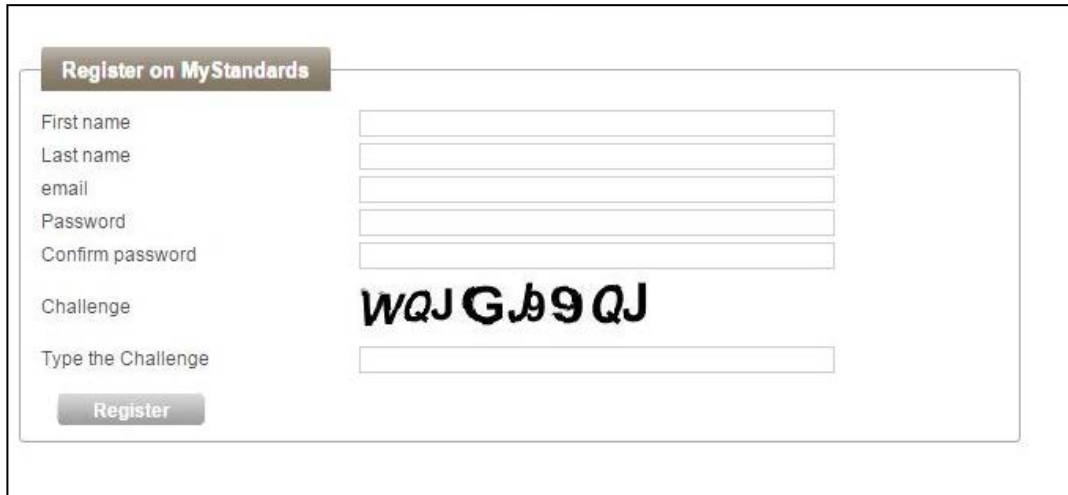
# Create account – MyStandards account I

- | <https://www.swift.com/our-solutions/compliance-and-shared-services/mystandards>
- | Klick on „login to MyStandards“ and then „Create Account“



# Create account – MyStandards account II

## I Follow instructions



**Register on MyStandards**

First name

Last name

email

Password

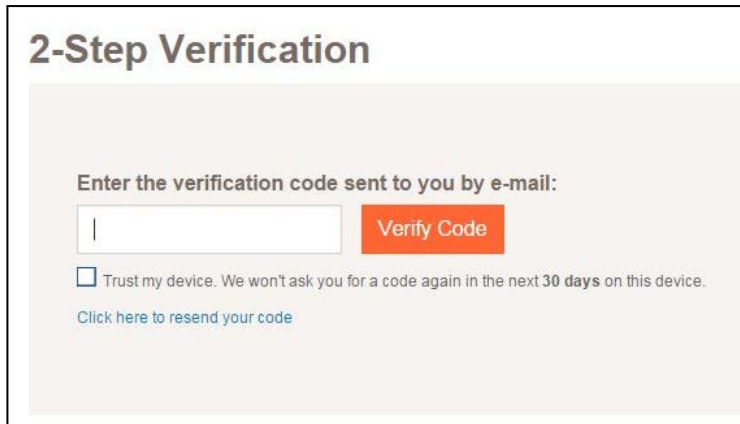
Confirm password

Challenge **WQJGJ9QJ**

Type the Challenge

**Register**

## I 2-step verification for every log-in (e-mail)



**2-Step Verification**

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

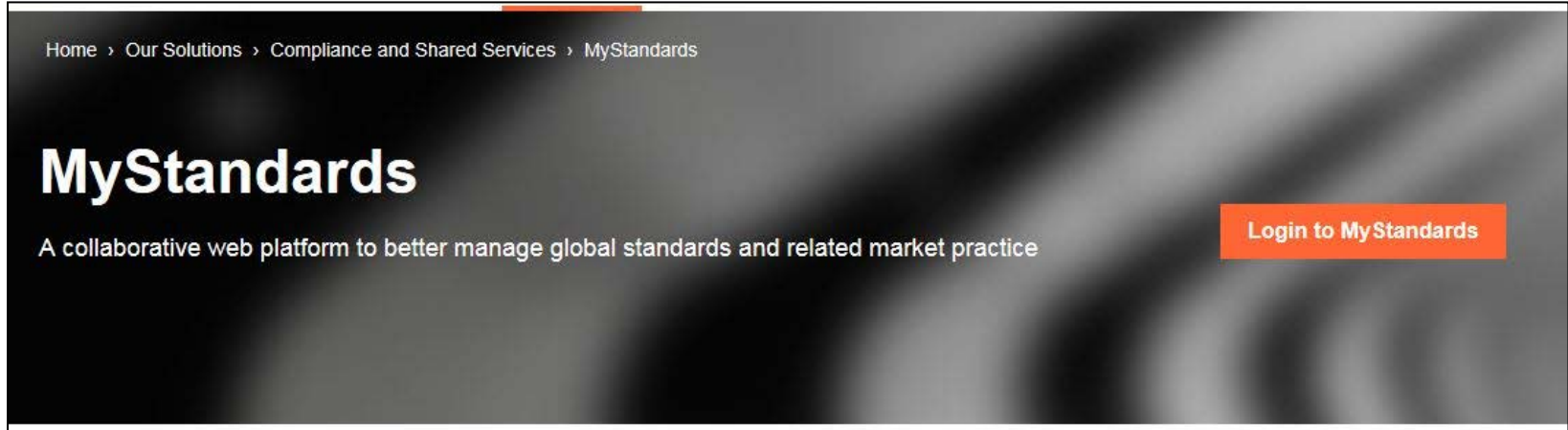
**Verify Code**

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](#)

# MyStandards Login

- | If SWIFT or MyStandards account exists a direct login in MyStandards is enabled



**Sign in with your MyStandards credentials** [Setup a login seal to protect yourself against phishing attacks](#)

Email address

Password [Forgot password?](#)

[Sign in](#)

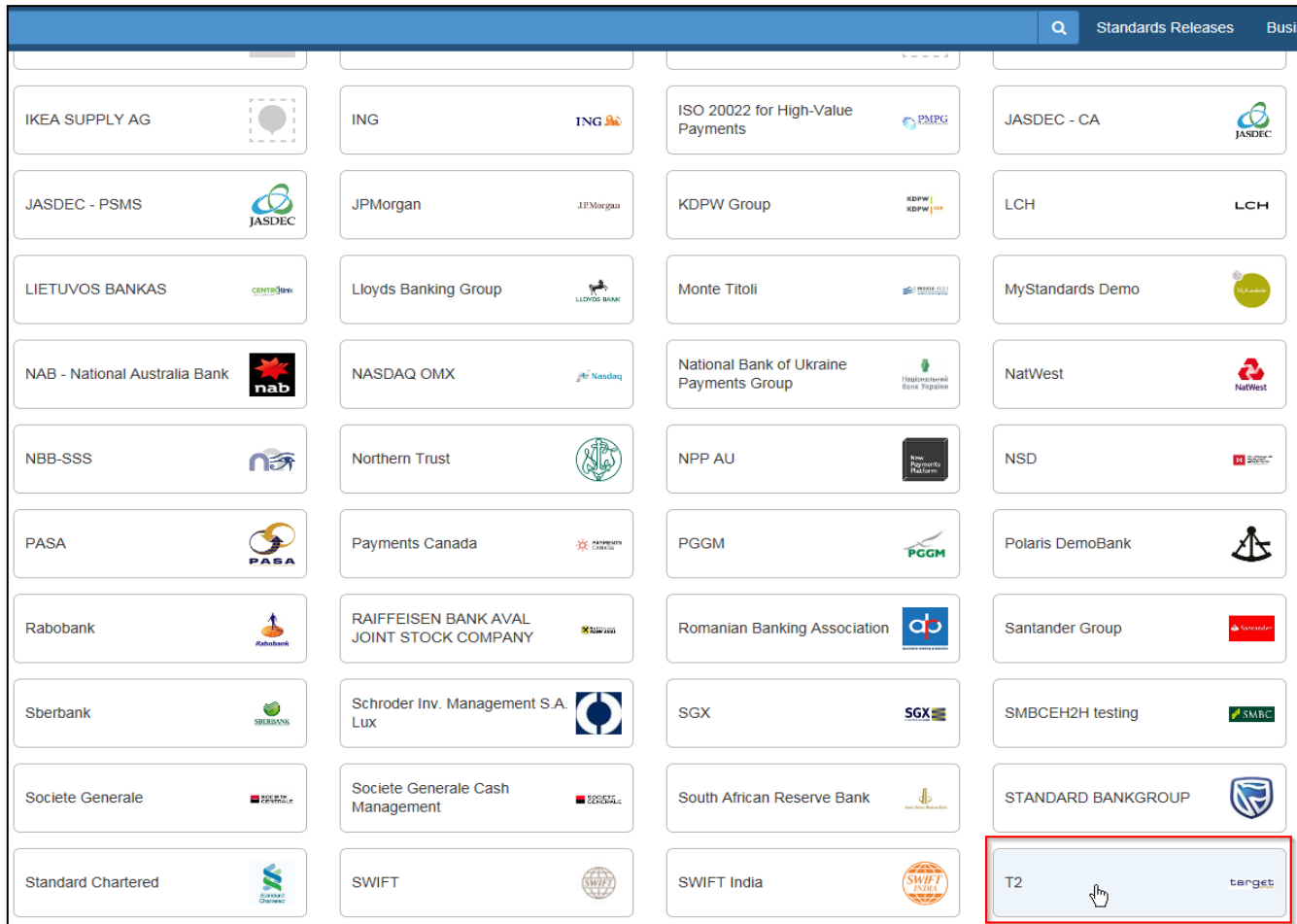
**Don't have an account?**  
[swift.com security guidelines](#)

[Create account](#)



# MyStandards home screen and T2 Group

- | Interested users will find the T2 Group on the homescreen of MyStandards
- | Please click on the group to proceed



# How to access the TCCG-Communities (I)

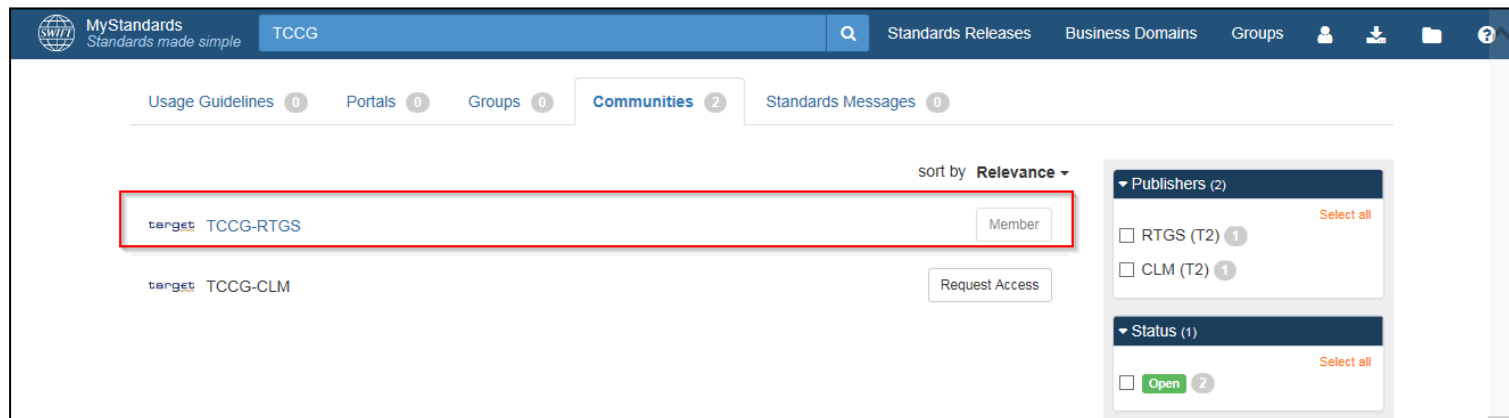
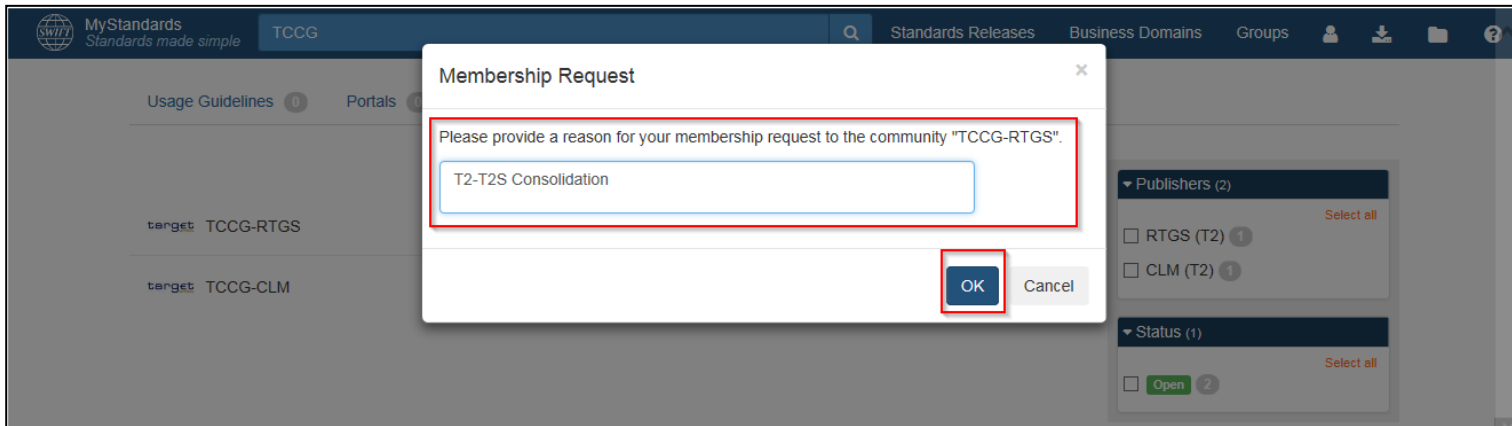
- | Please type in the search-bar “TCCG” to search for the TCCG-Communities
- | The search result will show you the TCCG-RTGS and TCCG-CLM communities

The screenshot shows the MyStandards website interface. The top navigation bar includes the MyStandards logo, a search bar containing 'TCCG', and links for Standards Releases, Business Domains, and Groups. Below the navigation bar, there are tabs for Usage Guidelines (0), Portals (0), Groups (0), Communities (2), and Standards Messages (0). The main content area displays two search results for 'TCCG-RTGS' and 'TCCG-CLM', each with a 'Request Access' button. On the right side, there are filters for Publishers (2) and Status (1). The Publishers filter shows 'RTGS (T2) 1' and 'CLM (T2) 1'. The Status filter shows 'Open 2'. A 'feedback' button is visible on the far right.

- | Please do not request for membership in Sub-groups.

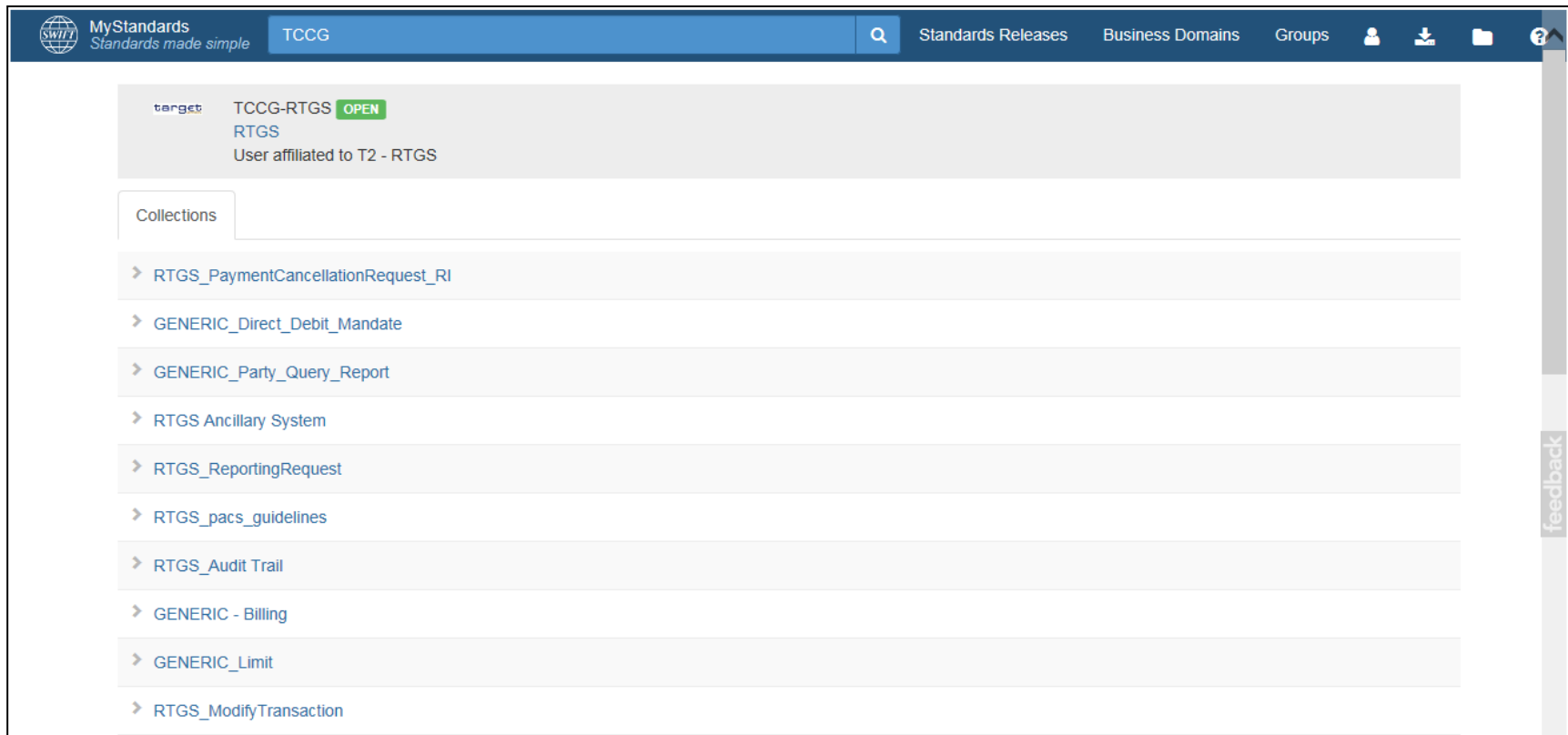
# How to access the TCCG-Communities (II)

- | Interested users have to request for membership request for RTGS and CLM open communities (reason is not mandatory)
- | Access will be granted automatically



# How to access the TCCG-Communities (III)

After the successful membership request the user has access to the usage guidelines which are shared with the TCCG-Community



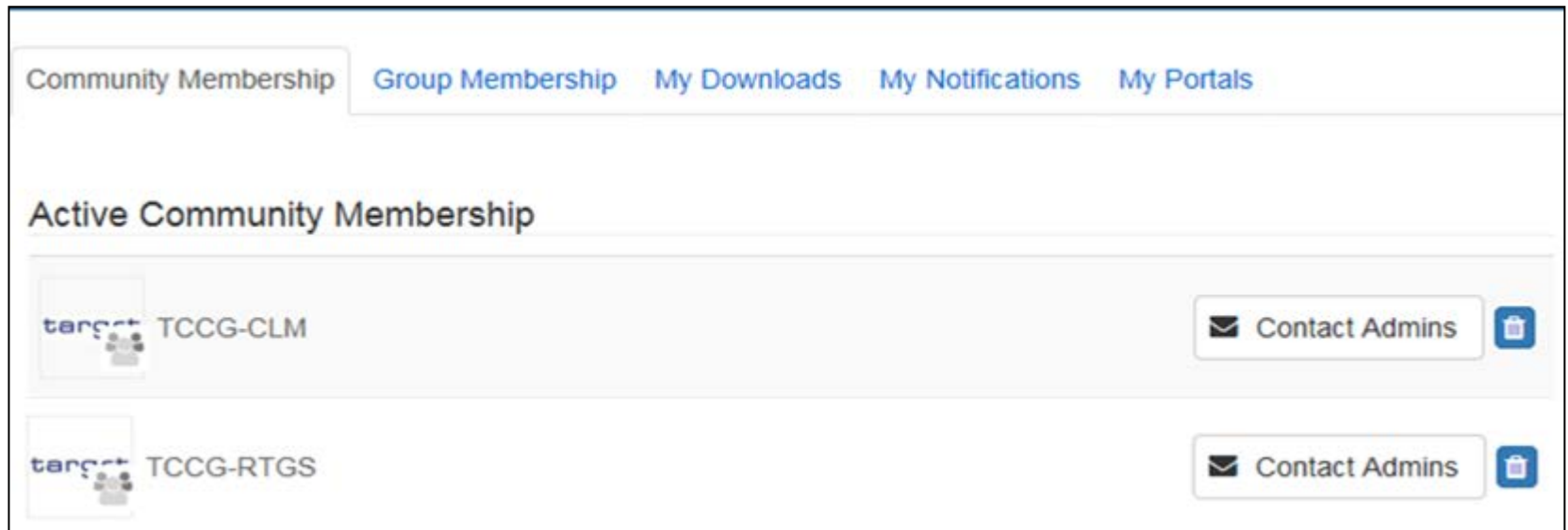
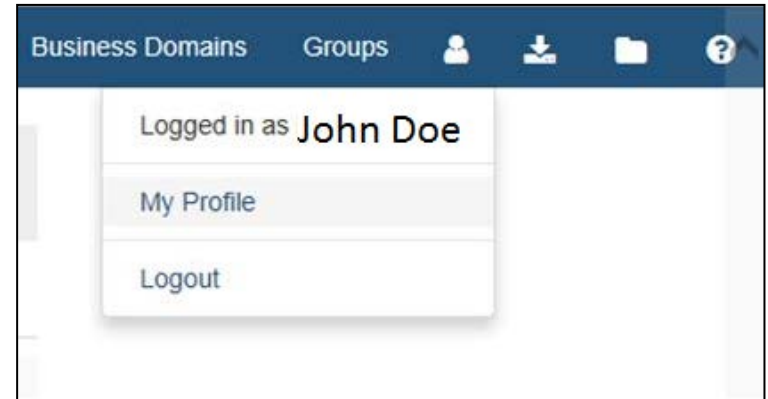
The screenshot displays the MyStandards TCCG user interface. The top navigation bar includes the MyStandards logo, the text "Standards made simple", and the TCCG tab. The main content area shows a "target" section with the text "TCCG-RTGS OPEN", "RTGS", and "User affiliated to T2 - RTGS". Below this is a "Collections" section with a list of items, each preceded by a right-pointing chevron:

- RTGS\_PaymentCancellationRequest\_RI
- GENERIC\_Direct\_Debit\_Mandate
- GENERIC\_Party\_Query\_Report
- RTGS Ancillary System
- RTGS\_ReportingRequest
- RTGS\_pacs\_guidelines
- RTGS\_Audit Trail
- GENERIC - Billing
- GENERIC\_Limit
- RTGS\_ModifyTransaction

A vertical "feedback" button is visible on the right side of the interface.

# MyStandards User Management

- | User management is done in My Profile (man icon)
- | Users have view on accessible communities



# TCCG Community

- | Usage guidelines will be first drafted and then shared in collections in the TCCG-RTGS and TCCG-CLM communities
- | Within the communities there are the previous and the latest version of each message usage guideline shared
- | Descriptions will help to navigate to the desired UDFS version

**target** TCCG-RTGS **OPEN**  
RTGS  
User affiliated to T2 - RTGS

Collections Members

› RTGS\_Standing Order  
Technical version: 3 , Version: UDFS v1.0

› RTGS\_ReceiptAcknowledgement  
Technical version: 13 , Version: UDFS v1.1

**target** TCCG-CLM **OPEN**  
CLM  
User affiliated to T2 - CLM

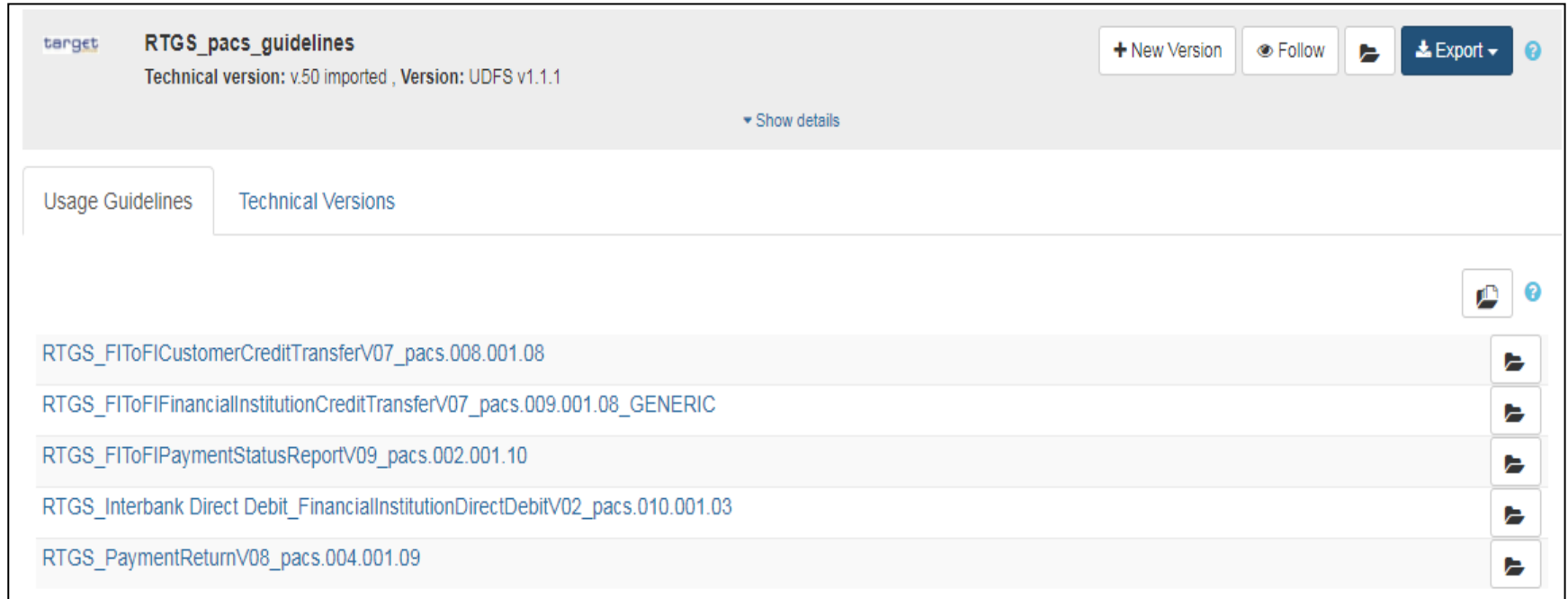
Collections Members

› GENERIC\_Party\_Query\_Report  
Technical version: 2 , Version: UDFS v1.1.1

› CLM\_Receipt  
Technical version: 9 , Version: UDFS v1.0

# Access to usage guidelines

## | Usage guidelines are shared in collections



The screenshot displays a web interface for a collection named "RTGS\_pacs\_guidelines". At the top, it shows the target name, technical version (v.50 imported), and current version (UDFS v1.1.1). Action buttons include "+ New Version", "Follow", and "Export". A "Show details" link is also present. Below the header, there are two tabs: "Usage Guidelines" (selected) and "Technical Versions". The main content area lists five usage guidelines, each with a folder icon to its right:

- RTGS\_FIToFICustomerCreditTransferV07\_pacs.008.001.08
- RTGS\_FIToFIFinancialInstitutionCreditTransferV07\_pacs.009.001.08\_GENERIC
- RTGS\_FIToFIPaymentStatusReportV09\_pacs.002.001.10
- RTGS\_Interbank Direct Debit\_FinancialInstitutionDirectDebitV02\_pacs.010.001.03
- RTGS\_PaymentReturnV08\_pacs.004.001.09

## | Access is restricted to TCCG communities

## | Available usage guidelines are customised by 4CB

## | Set-up of a collection may change in matters of different needs per service

# Usage guideline (I) - screen view

target: RTGS\_FIToFICustomerCreditTransferV07\_pacs.008.001.08  
RTGS\_pacs\_guidelines ( Technical version: 50 , Version: UDFS v1.1.1 )

Version: UDFS v1.1.1

pac.008\_RTGS\_FIToFICustomerCreditTransfer ... pac.008\_RTGS\_FIToFICustomerCreditTransfer\_...

Content Result View Impact Analysis Compare Comments

View only restricted elements  Hide removed elements  Show xml tags

search message (min 2 chars)

Name	Min	Max	Restrictions
FI To FI Customer Credit Transfer V08 (pacs.008.001.08)			
Group Header	1	1	
Credit Transfer Transaction Information	1	*	
Supplementary Data	0	*	
CrossElementComplexRule : InstructedAgentRule			
CrossElementComplexRule : InstructingAgentRule			
CrossElementComplexRule : TotalInterbankSettlementAmountRule			
CrossElementComplexRule : TotalInterbankSettlementAmountAndSumRule			
CrossElementComplexRule : GroupHeaderInterbankSettlementDateRule			
CrossElementComplexRule : TransactionInterbankSettlementDateRule			
CrossElementComplexRule : PaymentTypeInfoInformationRule			
CrossElementSimpleRule : NumberOfTransactionsAndCreditTransfersRule			
Textual : SupplementaryDataRule			

Display full width

FI To FI Customer Credit Transfer V08 (pacs.008.001.08)

**Annotation**

**RTGS Notes**

- RTGS-Use:** This message type is used in RTGS service to execute a payment order if the debtor or the creditor or both are non-financial institutions.

The payment message can be sent by a

- direct RTGS participant
- BIC of the multi-addressee access and
- CB as a direct participant

Credited and debited RTGS accounts must be denominated in the same currency.

In response to the FIToFICustomerCreditTransfer message, a FIToFIPaymentStatusReport (pacs.002) is returned (optional).

**RTGS-BusinessRules:** ANMX111, ANMT140, ANMT141

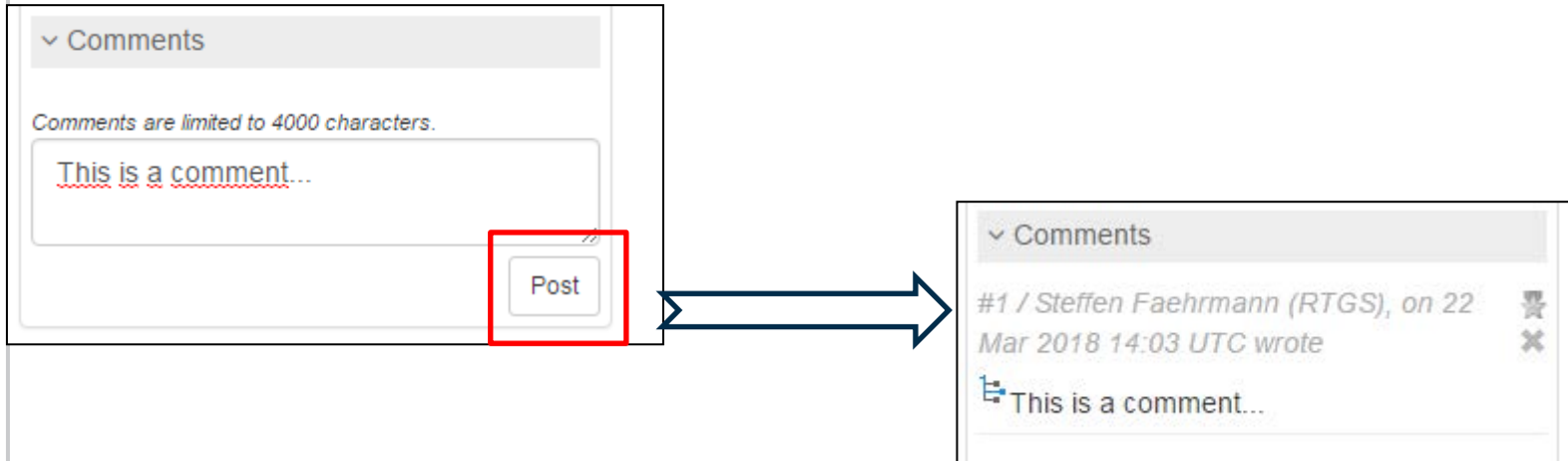
- | The screen offers several options:
- | Message Examples
- | Result view = customization result
- | Compare\*
- | Annotation = Service specific usage guideline
- | Business Rule IDs (to be found in UDFS as Validation Rule IDs)

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

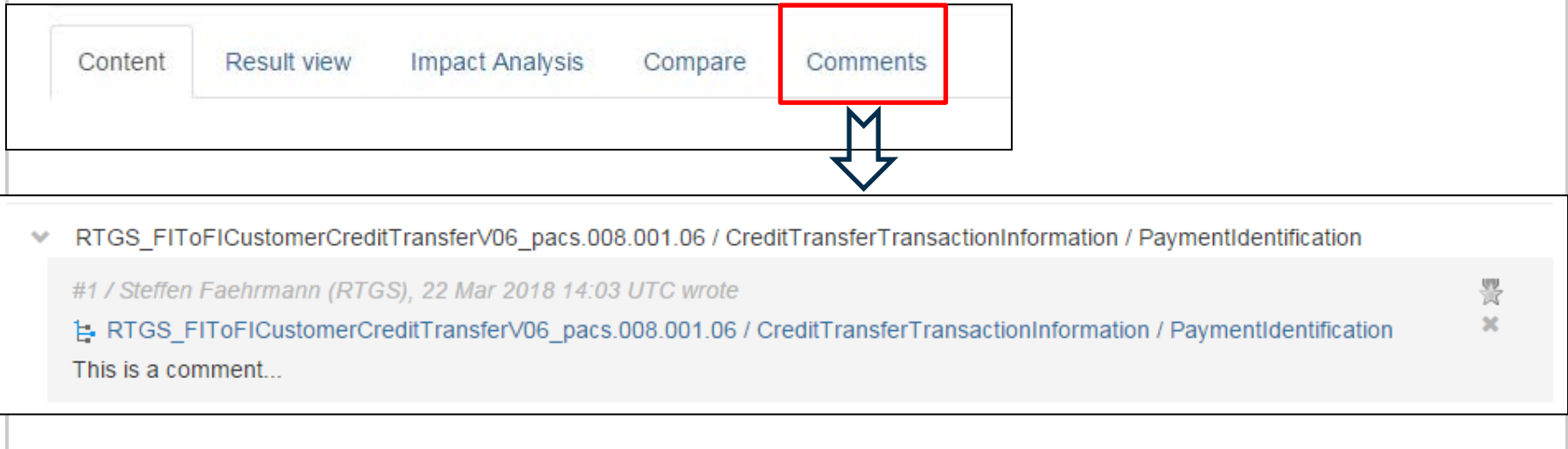


# Usage guideline (II) - comments

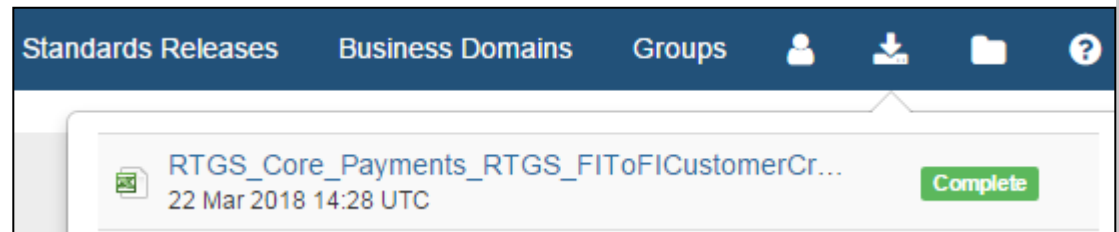
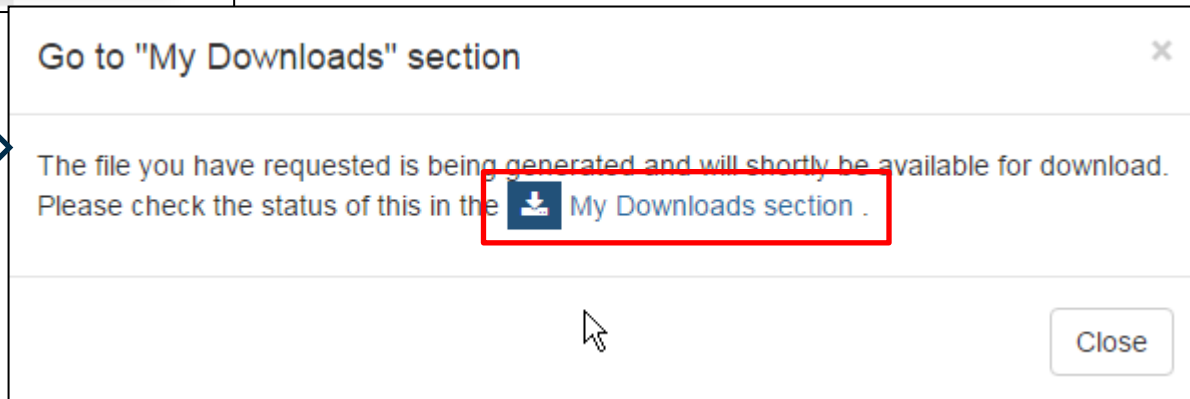
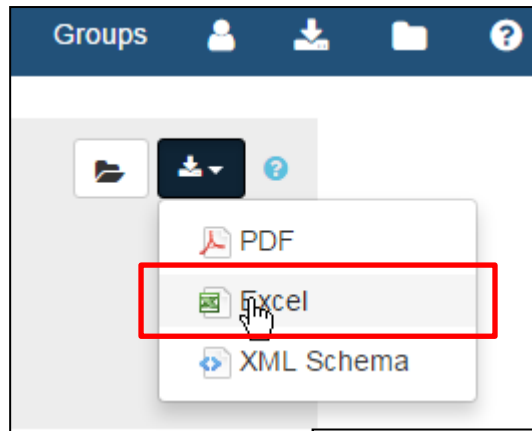
## | Comment functionality:



## | Comments – overview comments:



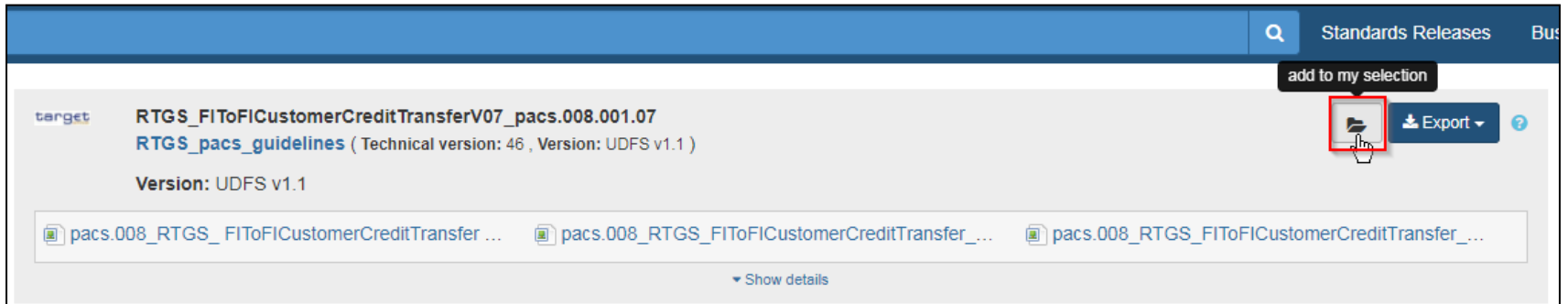
# Usage guideline (III) - export functionality



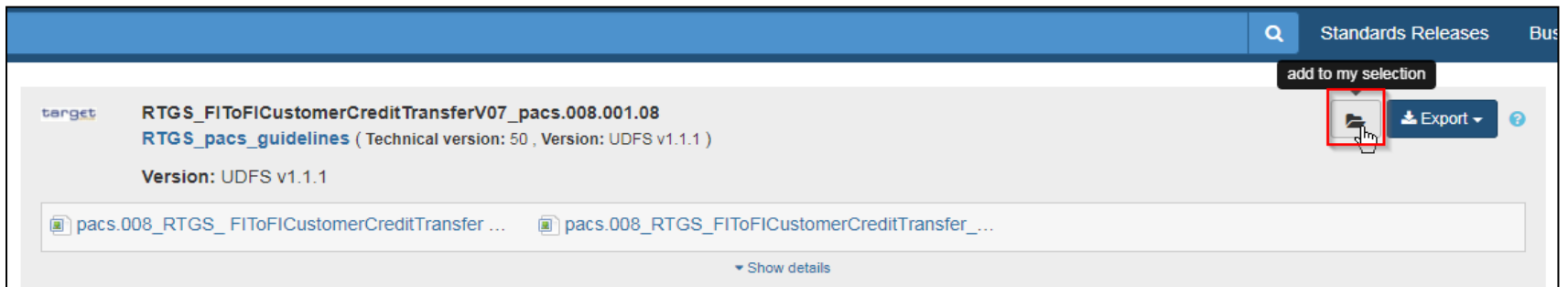
# Usage guideline (IV) - compare functionality 1

Compare functionality offers the facility to compare usage guidelines of the same message type but different UDFS versions

Users have to select first the previous version of the message and put it to „my selection“

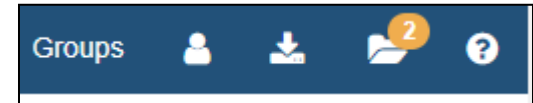


Afterwards users have to select the latest version of the message and put it to „my selection“ as well







# Usage guideline (IV) - compare functionality 2

| „My Selection“ (folder icon) will show that two usage guidelines are selected (klick on it for next step)










| Users can select 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

| If comparison is finalized please empty „My Selection“ (by klicking on the both **red x** or „Empty the selection“) and restart the process for another comparison activity