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
Contents

I. Create account
   - Swift.com account
   - MyStandards account

II. MyStandards login

III. MyStandards home screen and T2 group

IV. How to access the TCCG communities in T2 sub-groups RTGS, CLM, CoCo

V. MyStandards user management

VI. TCCG community

VII. Access to usage guidelines

VIII. Usage guidelines and major functionalities
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”.

![Image of mySWIFT interface]
I. Create account – SWIFT.com account (II)

- Fill in the mandatory fields and follow the instructions in the registration process.
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“.
1. Create account – MyStandards account (II)

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

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

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

- 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.
VII. Access to usage guidelines

- Usage guidelines are shared in collections.

- 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.
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.
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.
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.

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.