

BIC/T&T BIC

CUSTOMER NUMBER



# Go live roadmap for Member Concentrator servicing new Financial Institutions FileAct and/or FIN

*This roadmap provides a step-by-step guide for Member Concentrators that service new Financial Institutions*

Hyperlinks (URL) are underlined and point to order forms or information

Choose your target Go live date below, then:

## 1. Join

Latest by

Apply to join SWIFT  
Elapsed time: 2 weeks

On behalf of the applicant  
Become a SWIFT user  
(including appointment)  
Send undertaking

Check delivery  
BIC  
Customer number  
Welcome letter

### Tip for ordering

Check your order status

## 2. Order

Latest by

Place orders on receipt of BIC  
and customer number  
Elapsed time: 1 day

Check delivery of orders  
Elapsed time: 1 to 2 weeks

### Security officers

Register new Shared  
SWIFTNet Security officers \*

Confirmation by e-mail

*\* not required if you have already registered your SWIFTNet security officers in the MC-undertaking - Become a SWIFT user*

### Solution / Messaging service

Choose

MA-CUG, become a member of  
or  
Market infrastructure, become a member of

Confirmation by e-mail

Confirmation by e-mail

### Optional messaging service

Subscribe to FIN \*

FIN subscription  
configuration details by  
e-mail

*\* not required if you have already subscribed to FIN in the e-undertaking - Become a SWIFT user*

### Software

Change Alliance Gateway \*

Confirmation by e-mail \*

Change Alliance Access \*

Confirmation by e-mail \*

*\* Valid for FIN only*

## 3. Install

Latest by

Install and connect to SWIFT  
after delivery of orders  
Elapsed time: 1 week

Certify SWIFTNet security  
officers \*  
Request certificate

*\* Not required if you use shared security officers*

## 4. Test

Latest by

Test transactions after  
successful connection  
Elapsed time: 1 week

Train staff  
Test transactions with  
counterparts and simulate  
normal working day  
Exchange RMA authorisations

## 5. Go live

Latest by

Use live BIC  
after successful testing

### Timeline

