



Getting access to the free swift.com service “SWIFTDirectories data update”

14-Oct-08



Topics:

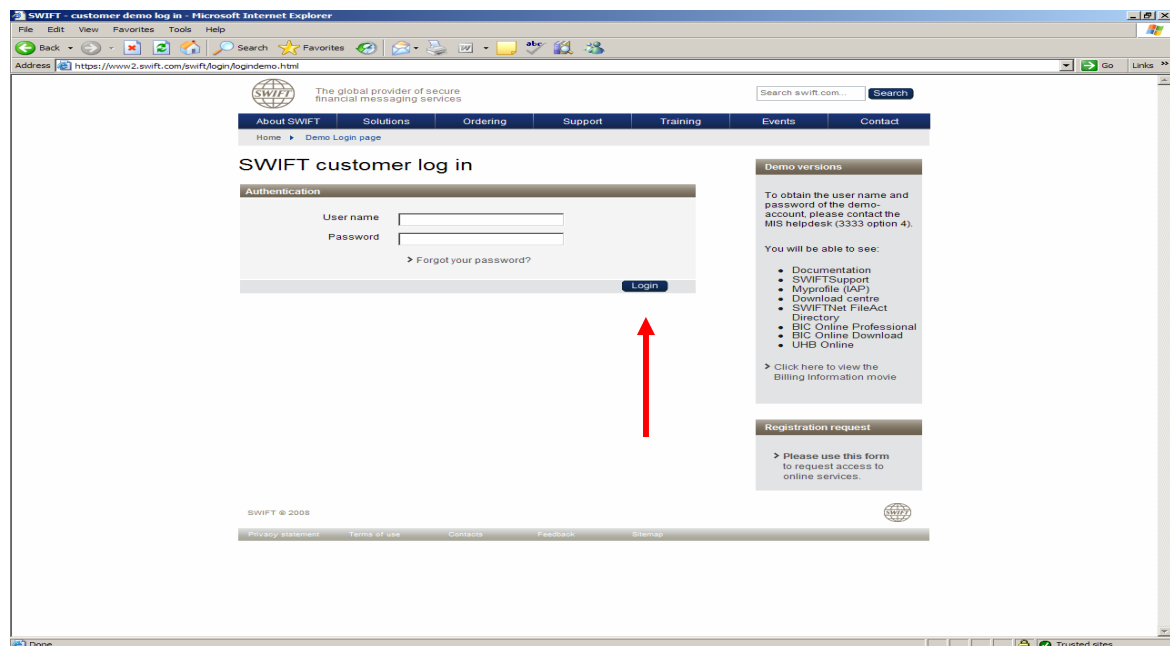
1. Register for the new free service
 - 1.1. You already have a swift.com profile
 - 1.2. You have no swift.com profile
2. Access to the data-update screens

1. Register for the new free service

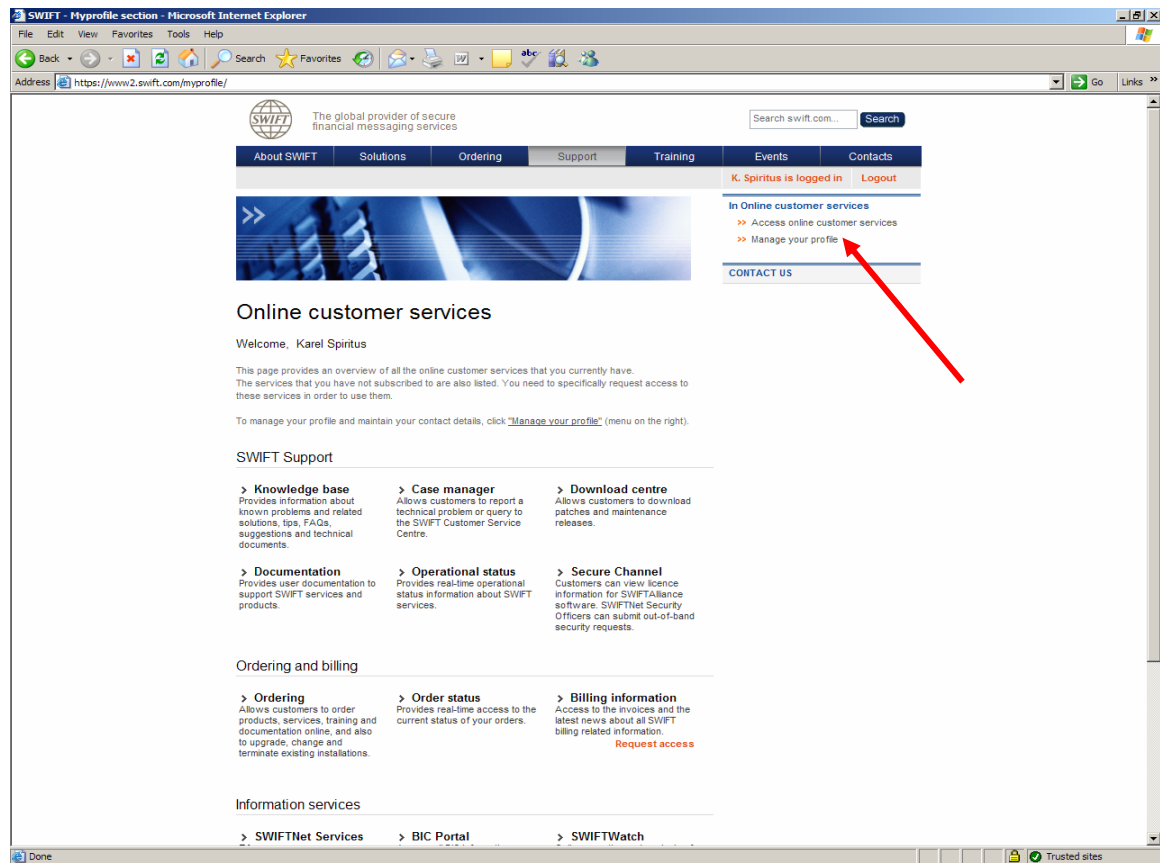
1.1 You already have a swift.com profile

Next pages explain how you can add this new free service to your swift.com profile.

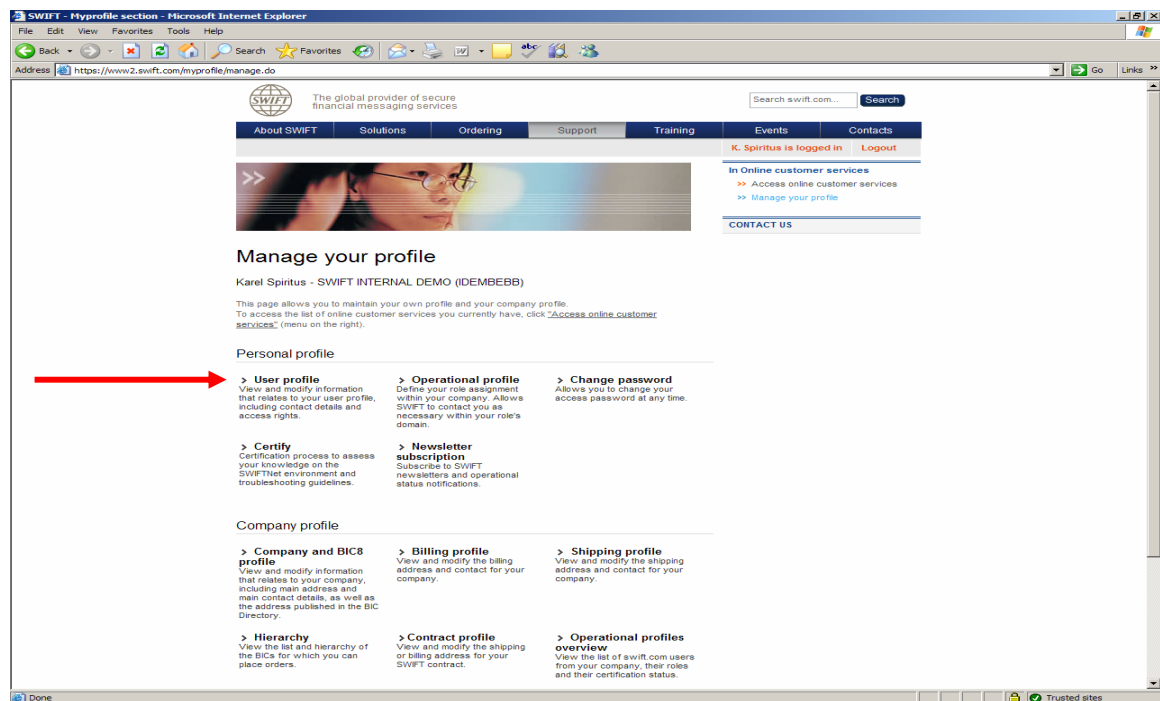
Log-in to swift.com: click on “customer login”



Once logged in, you will see the Welcome page. Click on “Manage your profile”.



Click on “User profile”



This page shows all information's related to your account. You have to click on 'Modify this profile' to update it. (For example to add or remove a service).

The screenshot shows a web browser window displaying the user profile page for Karel Spiritus. The page is organized into several sections:

- Personal Information:** First Name (Karel), Last Name (Spiritus), Full Name (Karel Spiritus), Registration number (100108722), Telephone Number (+32 26554153), Telephone Country code (32), Local phone number (26554153), Is Administrator (False), PDC Admin role, Content manager start IDs, SSR Admin role, SWIFTWatch user (SWIFT Internal user), Unique identifier (9900016072), and Secure Channel User Type.
- Institution information:** Institution (SWIFT INTERNAL DEMO), Customer number (2055055), BIC/PIC (IDEMBEBB), and Administrators (tanguy.rademakers@swift.com, alexia.vastenaekels@swift.com, francois.bruyere@swift.com, sebastien.buche@swift.com, frederic.vandenbroeck@swift.com).
- Granted services:** Default services (SWIFTSupport), Free services (Ordering, Order Status, Edit billing and shipping addresses, SWIFTNet Services Directory, SWIFTDirectories data update), Payable services, BIC Download license types, BIC Download contracts, UHB Online contract, Secure services, Internal services, and Swift Online Directory License Types.

At the bottom of the page, there are two buttons: 'Deactivate user' and 'Modify this profile'. A red arrow points to the 'Modify this profile' button.

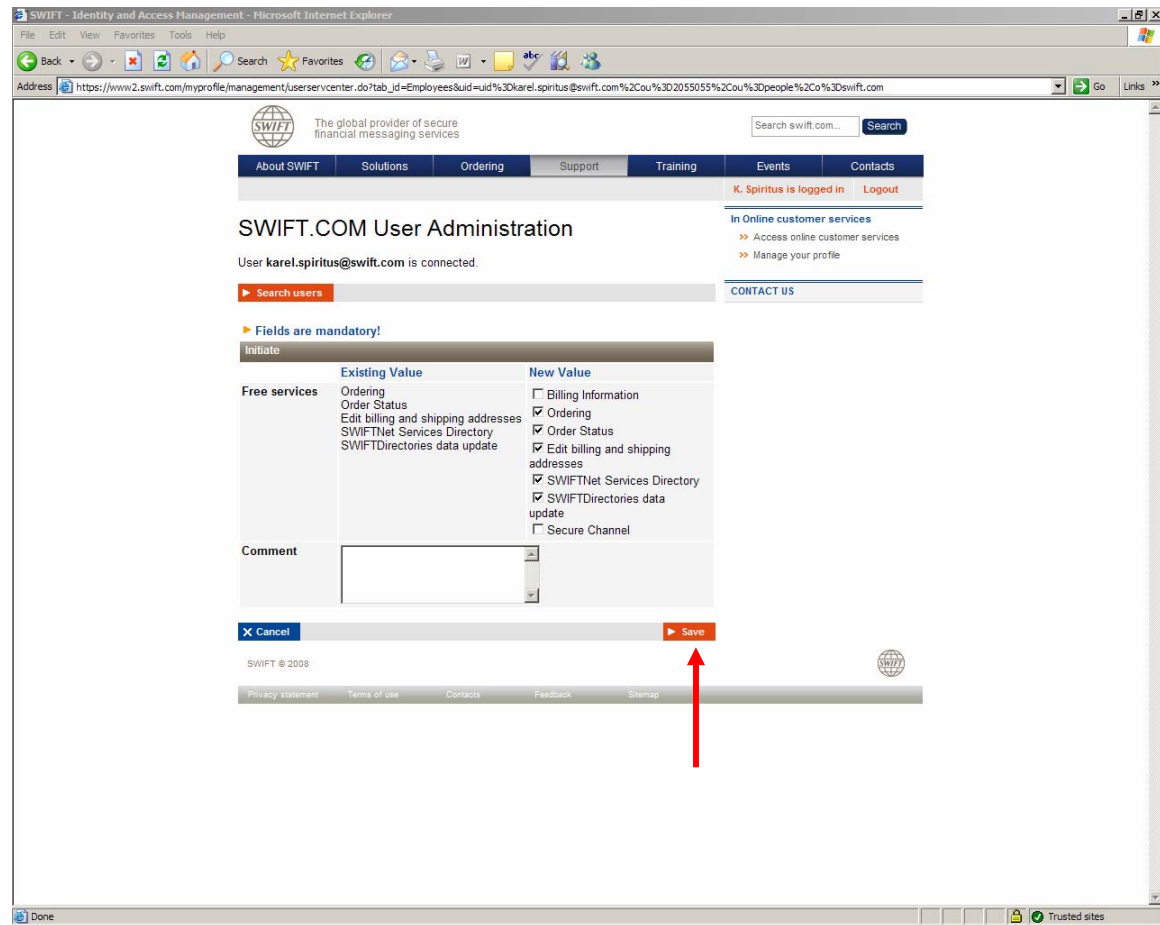
If you want to add a free service, click on the 'Request to modify' button located just near the 'Free services' text box.

This screenshot shows the same user profile page as the previous one, but in an edit mode. The page is titled 'SWIFT - Identity and Access Management - Microsoft Internet Explorer' and the address bar shows a URL with a program modification parameter. The page content is identical to the previous screenshot, but with the following changes:

- Next to the 'Telephone Country code' (32) and 'Local phone number' (26554153), there are 'Request to modify' buttons.
- Next to the 'Free services' list, there is a 'Request to modify' button.
- At the bottom of the page, there are 'Cancel' and 'Save' buttons.

A red arrow points to the 'Request to modify' button located near the 'Free services' text box.

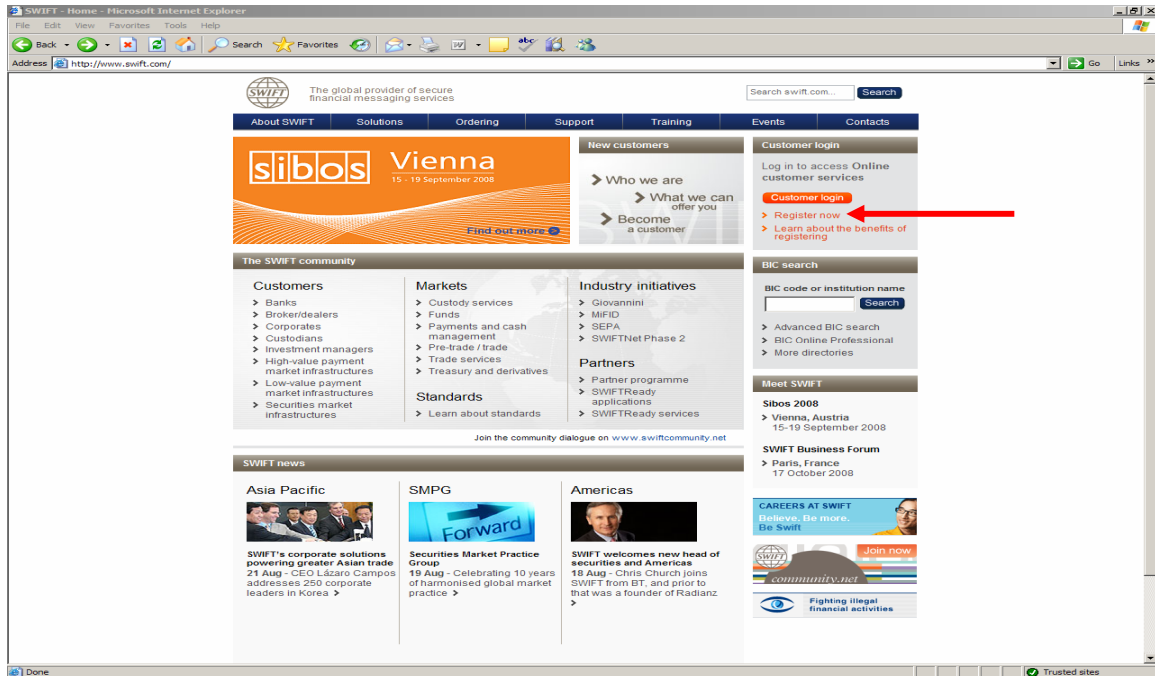
Now you have to select (SWIFTDirectories data update in your case) or unselect desired services, and click on 'Save'.



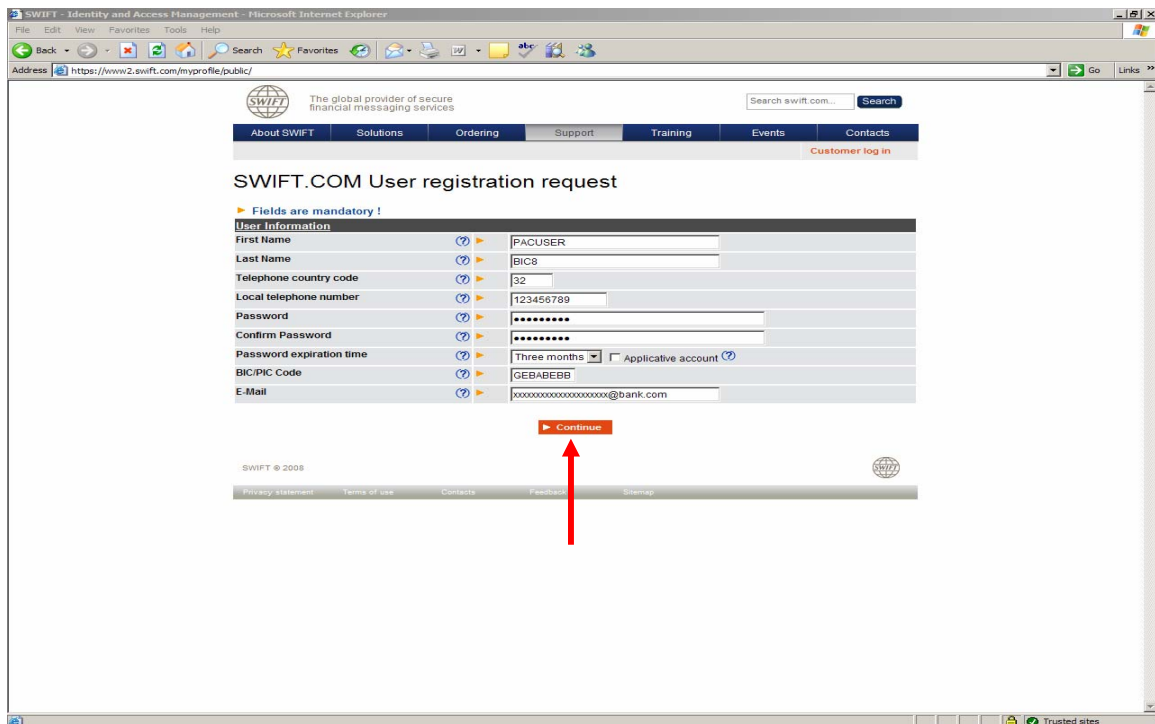
Your swift.com administrator will now receive an e-mail notification with your request. After his/her approval you will be able to access the data update screens.

1.2. You have no swift.com profile

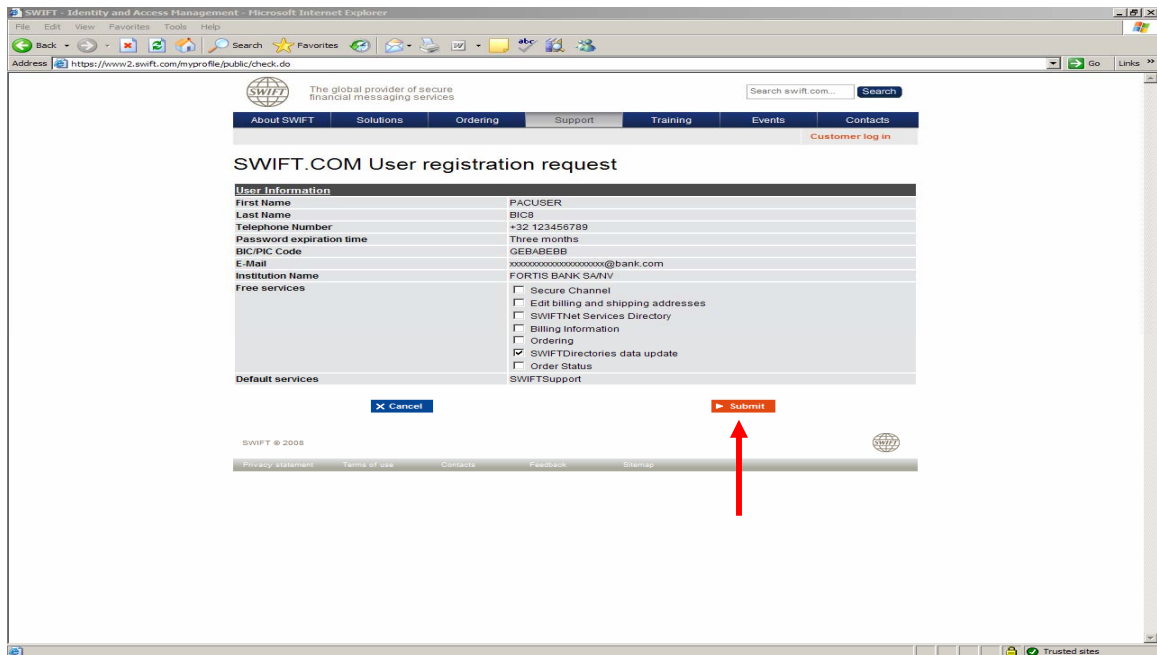
Next pages explain how you can register for the first time . Click on ‘Register now’ to access the registration screen.



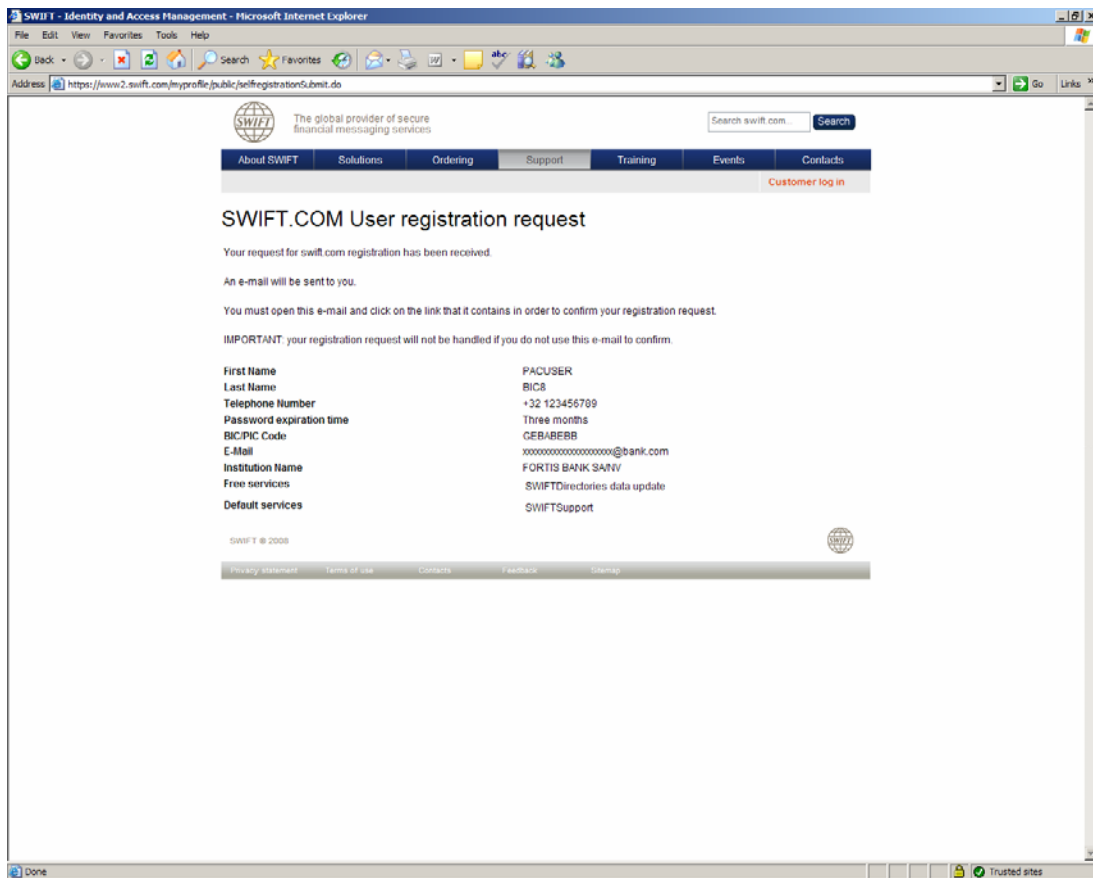
Enter self registration info for your personal BIC8 account and press ‘continue’.



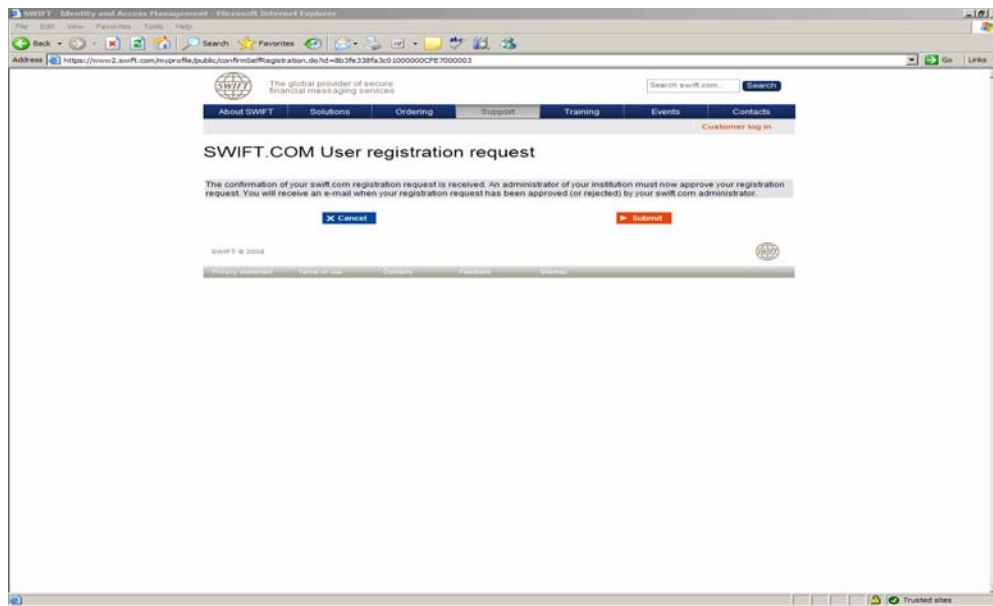
Now you have to check desired services (SWIFT Directories data Update in our case) and press 'Submit'.



The following screen informs you that you will receive an e-mail from SWIFT.



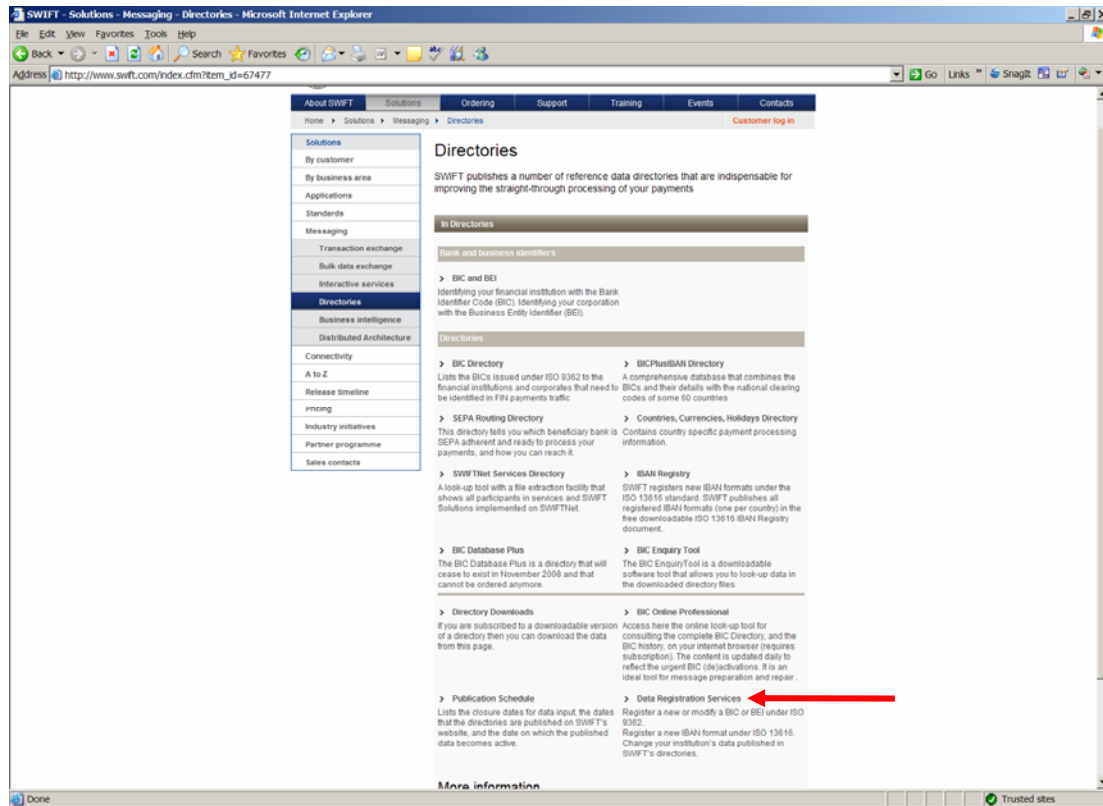
You need to open this e-mail and click on the provided link. This will direct you to this screen where you just have to click on 'Submit' to confirm your registration request.



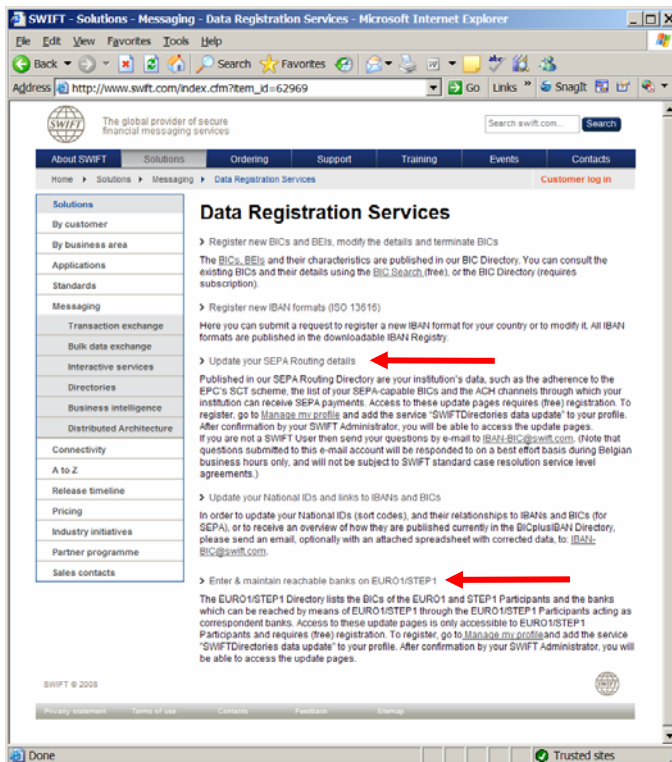
Your swift.com administrator will now receive an e-mail notification with your request. After his/her approval you will be able to access the data update screens.

2. Access to the data-update screens

Goto <http://www.swift.com/directories>. Click on “Data Registration Services”:



Click the link for which you wish to register & maintain your data.



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