How to access the Shareholders secured sites on www.swift.com

SWIFT recommends each institution to appoint a 'Primary Business Contact' as main contact person within an institution for matters such as SWIFT membership, SWIFT contracts or SWIFT shareholding if applicable. Please note that only one person can register as 'Primary Business Contact' per institution. To get access to the Shareholders secured sites, one must also have access to the Shareholding and EAGM application.

Please find below a simplified registration procedure in 3 steps. You can find detailed instructions about how to register in the **swift.com registration and administration user guide** as well as useful FAQ which are available under TIP2106959.

Step 1 - Get a www.swift.com log in

From the homepage of www.swift.com , click on "mySWIFT" – "Access mySWIFT" - "Create account" or click on this link and fill in the form.

If you register on www.swift.com for a specific role or if you want to get access to a specific application such as "Shareholding and EAGM", please mention it in the free text field "Business justification". This will allow your Administrator to grant you the required role/access if appropriate.

The form will then be submitted automatically to the swift.com administrator for approval. The swift.com administrator is the person within your institution who is responsible for granting access to swift.com.

You will be notified by email as soon as activated.

You can also watch the video "Become a swift.com user" here in case of questions on the two-step verification settings.
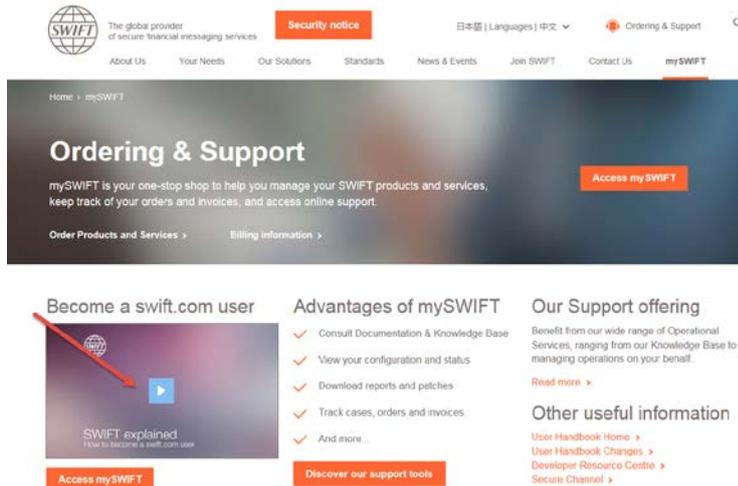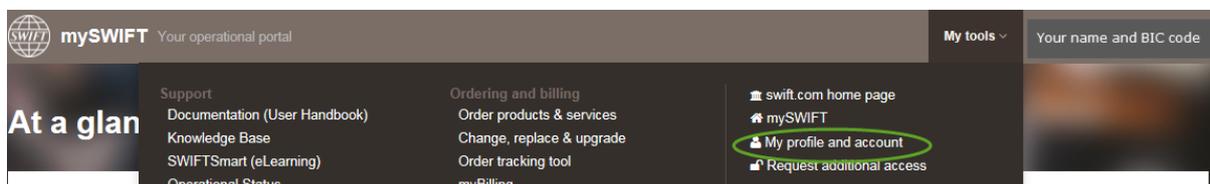

Step 2 – How to update your profile to get the role "Primary Business Contact"

Once you are a swift.com user and you have been notified by mail that your account has been activated, please request your swift.com administrator to grant you the role "Primary Business Contact" and to grant you access to the application "Shareholding and e-AGM".

How to know who the swift.com administrator within your institution is

The administrator is the person within your institution who can grant you access to a specific application or who can give you a specific role. You can contact him by email.

To know who this person within your institution is, please go to "My tools"" in your "MySWIFT" profile.

Step 3 – How to have the access to "Shareholder info and EAGM"?

If you do not yet have a swift.com account, please follow process under Step 1.

Once your administrator has approved your request, log in on swift.com, click on your name as explained above and select "Request Accesses" and click on "Edit"

Scroll down and tick the box next to "Shareholder info and EAGM"

Once your request has been accepted by your administrator, it will be available from your applications menu directly

For any additional questions, please contact the SWIFT Support Centre.