



Subscription Guide: KYC Registry's e-order

This guide explains the required information on KYC Registry's e-order form. The e-order form can be found [here](#), which must be submitted by a person within the institution having a swift.com account with the 'ordering role'.

Learn more about [KYC Registry](#).

1. The ordering institution

Select the **BIC code** of the entity or institution that you are placing the order for. This is the entity that will own the KYC Registry contract.

Institution that you order for	
BIC	<input type="text" value="please select"/>

2. Reference and sales partner

- **Your own order reference:** Provide your own internal purchase order reference or simply enter "KYC4Corp" as reference.
- **Sales partner:** "S.W.I.F.T. SCRL" by default. Select another value in case you ordered from one of the SWIFT's recognized business partners.

Institution that you order for	
BIC	<input type="text" value="please select"/>
Your own order reference	<input type="text"/>
Sales partner	<input type="text" value="S.W.I.F.T. SCRL"/>

3. KYC Group configuration

The **KYC Group is the set of legal entities, belonging to the same contract**, which will be consuming data on the registry (Corporates will be able to contribute data as from KYC4Corp go-live).

KYC Group name will be used to:

- Name the Group Head (virtual) entity of your KYC Group for your own users and,
- Identify your KYC Group to your counterparties

4. The KYC Administrators

Select **two persons in your institution** that will be assigned the KYC administrator user role. They will be able to **add and delete users, assign user roles, manage specific application settings, etc.**

Provide the emails addresses of the persons who will perform the administration functions on The KYC Registry for the above KYC Group.
Note: These persons must be already registered as users on www.swift.com with the same email address and cannot already be administrators of another KYC Group. If they are not yet registered as users on www.swift.com, please ask them to register using this link: <https://www2.swift.com/myprofile/public>

First KYC administrator	<input type="text" value="Enter a search key to look for"/>	<input type="text" value="Please select a BIC from field 5.02 first"/>
Second KYC administrator	<input type="text" value="Enter a search key to look for"/>	<input type="text" value="Please select a BIC from field 5.02 first"/>

Note: these persons must already be registered as users on www.swift.com and cannot already be administrators of another KYC group. If they are not yet registered users, please ask them to register using this [link](#) (business justification: KYC Registry).

5. Optional services

KYC Adverse Media offers instant access to a global database of business-critical news articles and regulatory notices about your correspondents. **You may opt-in for this service.**

Do you want to order a KYC Adverse Media subscription for your KYC Group?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
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Learn more



Enroll into the e-learning "[Introduction to the KYC Registry](#)".



KYC Registry 4.2: Quick Start Guide for Corporates

Corporates registered to KYC Registry can consume the KYC information published by banks on the platform and soon in Q4 2019, corporates will be able to contribute their own KYC Profile to the registry.

This quick start guide is customized for corporates to get up and running on the KYC Registry; get familiar with the platform and discover how data is consumed!

The 1st steps



Create a swift.com account

- Go to www.swift.com
- Click on **mySWIFT** (top right) → **'Create account'**
- Fill in the required details for account creation.

Confirmation

Upon receipt of the confirmation email, follow the instructions to register your account to an institution (via BIC or customer number).



Account Activation

Once the request is approved by the institution's **swift.com administrator**, account will be activated and notification email will be sent to the user.

! No notification is sent to the **KYC admins**, the new user must inform his/her KYC admins that the account is created in order **to be invited to the registry**.

Login to the registry



Login to: <https://kycregistry.swift.com>

At first login, every user must configure and activate the 2-step verification authentication:

2-step login verification

- Click on **Setup 2-step** verification;
- **Enable** at least two 2-step verification methods;
- **Complete** login using the verification code that you receive via your preferred channel.

Invite users

by the KYC Administrators

Go to **"Administration"** tab, then **"User administration"** to manage user roles. Select the swift.com registered user from the list and **assign consumer roles** (ie. **Viewer** and **Requester**).



Enroll into the e-learning ["The KYC Registry Administration"](#)

The consumption process

1. Make sure that at least one of your users has the **Requester** role. **Viewer** can only view counterparty's data, not request access.
2. In the **Find KYC data** tab, search for the entity you are interested in.



3. Click on the entity you want to access and use the options available in the **Actions dropdown list**:
 - If the entity is not registered: **"Invite this entity to join"** or **"Notify me when this entity joins"**
 - If the entity is registered but didn't provide data yet: **"Request to contribute"**
 - If the entity is registered and provided data: **"Request access"**
4. To access an entity, click **Request access** then wait for your counterparty to respond. You can choose to request access to the Basic baseline or to the Basic and Extended baseline.

Note: Once your request has been granted (approved), you and your group can consult the entity's data directly from **My counterparties** as many times as you need.



To view step-by-step guide and simulation, enroll into the e-learning ["The Consumption Process"](#)

For more information

- [Contact us](#)
- [About KYC Registry](#)