



# Fixed Fee Reporting Automation

**Pricing Team**

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**Confidentiality: Confidential**

# Table of Contents

1	Objectives of the Fixed Fee Reporting Automation .....	3
2	How to Register on Swift.com for the First Time .....	4
3	How to request access to the Fixed fee Reports .....	7
4	How to Approve a Registration Request.....	9
5	How will the Fixed Fee Reporting area look like .....	11
6	When will the Fixed Fee Reports be available .....	12
	End of document .....	12

# 1 Objectives of the Fixed Fee Reporting Automation

In order to provide its Fixed Fee customers with highly accurate and updated information, SWIFT has automated its Fixed Fee Reporting process.

With this enhanced solution, Fixed Fee customers will be able to access online (via [www.swift.com](http://www.swift.com)) all its Fixed Fee Monthly Reports since the beginning of the first Fixed Fee contract.

Every month, customers will be informed of the availability of its Monthly Fixed Fee Reports.

At the same time, the Fixed Fee Report has suffered some enhancements that can be seen in the Fixed Fee Report example (please contact your account manager if you have not received this document).

## 2 How to Register on Swift.com for the First Time

### Description

Follow this procedure when you register for the first time.

### Procedure

1. Go to swift.com home page.
2. Click **Register now**.
3. The swift.com user registration request form appears:

The screenshot shows the SWIFT.COM user registration request form. At the top, there is a search bar and a navigation menu with links for About SWIFT, Solutions, Ordering, Support, Training, Events, and Contacts. Below the navigation menu is a 'Home' link and a 'Customer log in' link. The main heading is 'SWIFT.COM User registration request'. Below this, there is a note: 'Fields are mandatory !'. The form is divided into a 'User Information' section with the following fields:

User Information	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Telephone country code	<input type="text"/>
Local telephone number	<input type="text"/>
Password	<input type="password"/>
Password strength	Weak
Confirm Password	<input type="password"/>
Password expiration time	Three months
BIC/PIC Code	<input type="text"/>
E-Mail	<input type="text"/>

Below the form is a 'Continue' button.

4. In the user information section, complete all the fields.

#### Remarks:

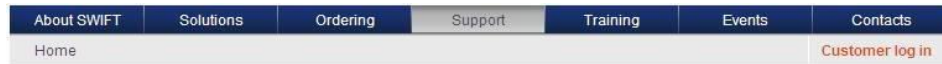
- All the fields are mandatory.
- The telephone country code is the dial code for your country. It must be numeric and maximum 3 digits. It must not contain any special characters.
- SWIFT rule for strong password: The password must be at least 8 characters long. It must contain at least one uppercase, one lowercase character, and one non-alphanumeric character, such as + - ( ) ! =

Password strength indicates “Strong” if the specified password follows the SWIFT rule for strong passwords. Otherwise it indicates “Weak”

- You can choose the password expiration time. The possible values are: 3 months, 6 months, 1 year, or 2 years. You can change the password expiration time afterwards at any time. If your password has expired, you need to use the “Forgot your password” link on the login screen to define a new password. (see section 3.9.2). **If your institution has specified a mandatory password expiration time, you will not be allowed to specify another password expiration time. The system will inform you about the required password expiration time when you click on continue.**

- The BIC/PIC represents the institution for which you want to register.
- The e-mail provided in this registration form will be used to log on to the online services. **If your institution has restricted the domain names of the allowed e-mail addresses, you need to ask one of your swift.com administrators which domain names are allowed. In normal cases, your business e-mail address will be allowed.**

If you have entered a not allowed e-mail address, the following error will be displayed:



## SWIFT.COM User registration request

Invalid input:

- The domain name of your e-mail address is not allowed for the BIC that you specified on the registration screen.

► Fields are mandatory !

User Information	
First Name	<input type="text" value="test"/>
Last Name	<input type="text" value="name"/>
Telephone country code	<input type="text" value="32"/>
Local telephone number	<input type="text" value="12345"/>
Password	<input type="password" value="....."/>
Password strength	Weak
Confirm Password	<input type="password" value="....."/>
Password expiration time	Three months
BIC/PIC Code	SWHQBE33
E-Mail	a.w@pandora.be

► Continue

Enter an allowed e-mail address and click on “Continue” to proceed.

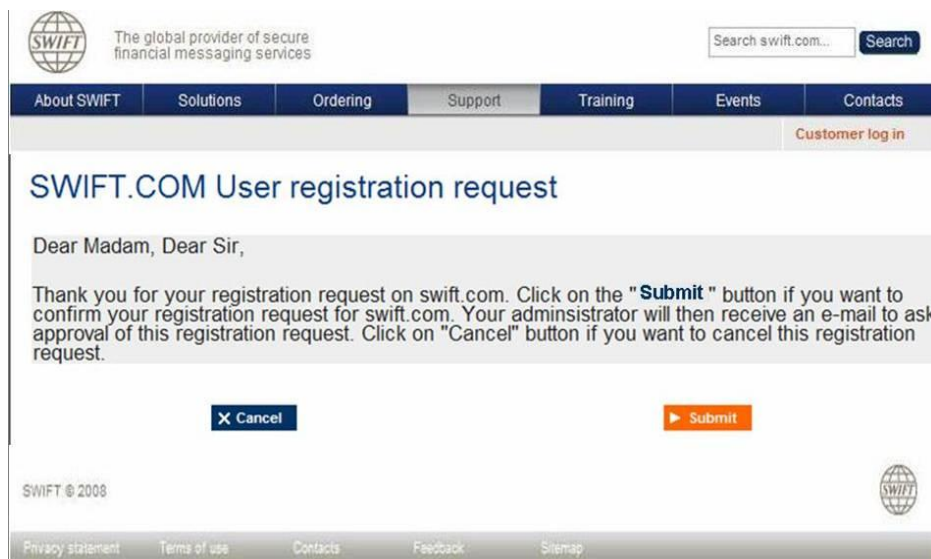
5. Click **Continue**. The following screen appears:

## SWIFT.COM User registration request

User Information	
First Name	a
Last Name	b
Telephone Number	+11 11111
Password expiration time	Six months
BIC/PIC Code	BANKBEBB
E-Mail	a.b@bank.com
Institution Name	Test Bank
Free services	<input type="checkbox"/> Edit billing and shipping addresses <input type="checkbox"/> CONFIGBROWSER <input type="checkbox"/> Training Manager <input type="checkbox"/> SWIFT Leased line usage report <input type="checkbox"/> SWIFT Directories data update <input type="checkbox"/> SWIFT Drop Box <input type="checkbox"/> SWIFT Casemanager <input type="checkbox"/> Configuration changes <input type="checkbox"/> SWIFTNet Services Directory <input type="checkbox"/> Billing Information <input type="checkbox"/> SWIFT Download Center <input type="checkbox"/> Ordering <input type="checkbox"/> Order Status
Default services	SWIFTSupport

Cancel Submit

6. Select the services that you want to access.
7. Click **Submit**.
8. You will receive an e-mail to the e-mail address that you have specified on the registration screen. You must click on the link provided in the e-mail in order to confirm your registration request. The following confirmation screen is displayed. Click **Submit** in order to confirm your registration request.



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If you do not have access to the Internet on your PC, copy the URL that is included in the e-mail. With this URL, you can access the confirmation screen on a PC that is connected to the Internet.

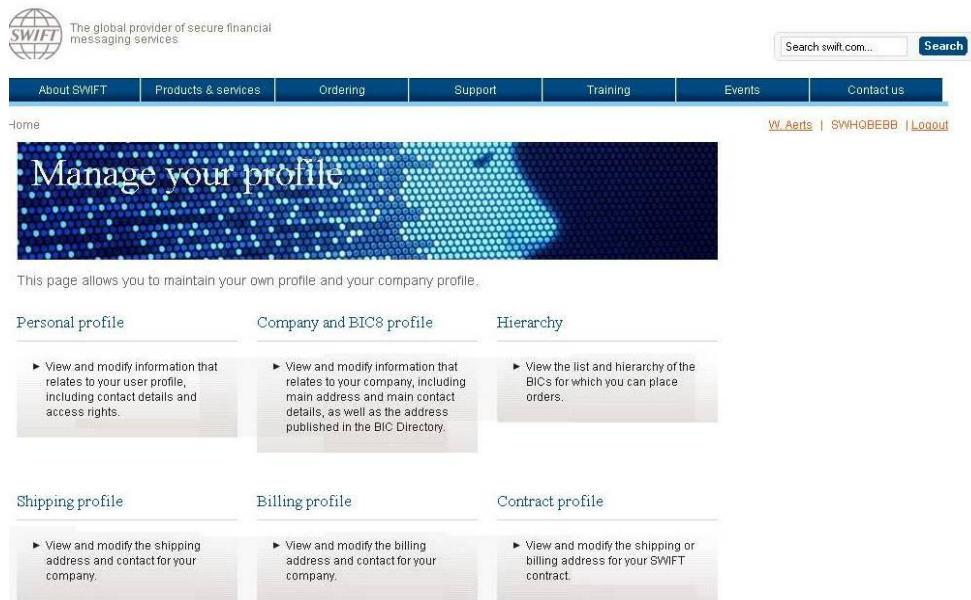
---

9. The swift.com user administrator of your institution will now approve or reject your registration request. While approving your request, the swift.com administrator has the possibility to change the online services that you are allowed to access.
10. When the administrator has approved or rejected your request, you will be informed by e-mail.

### 3 How to request access to the Fixed fee Reports

#### Procedure

1. From the swift.com home page, click **Manage your profile**. The SWIFT customer log in page appears.
2. Type your e-mail address in the user name field and enter your password.
3. Click **Log in**. The following screen appears:



4. Press Personal profile

5. When you select the TAB "Accesses", the following screen will be displayed:

Profile	Accesses	Notifications	Newsletters
<a href="#">Edit</a>			
<b>Secure Channel</b>			
✗	Is SWIFTAlliance LSO	Not granted	
✗	Is SWIFTAlliance RSO	Not granted	
🔒 ✗	Secure Channel	Not granted	
<b>Ordering Applications</b>			
✓	Billing Information	Granted	
✗	Configuration Changes	Not granted	
✗	Edit billing and shipping addresses	Not granted	
🔒 ✗	Go Local India	Not granted	
🔒 ✗	On-boarding <a href="#">+</a>	Not granted	
✗	Order Status	Not granted	
✗	Ordering	Not granted	
🔒 ✗	Service Approver	Not granted	
<b>Licenses</b>			
🔒 ✗	Accord Broker User / Central Counterparty User <a href="#">+</a>	Not granted	
🔒 ✗	BIC Downloads <a href="#">+</a>	Not granted	
🔒 ✗	Developer Resource Centre <a href="#">+</a>	Not granted	
🔒 ✗	Directories Web Services	Not granted	
✗	<b>Fixed Fee Reporting</b>	Not granted	
🔒 ✗	Remote Support	Not granted	

6. Select the button Edit to request access to the FF reports, which will be placed in the **Ordering Applications** area;



## 4 How to Approve a Registration Request

### Introduction

When a user registers on swift.com, you receive an e-mail to inform you about this request. This e-mail contains the name, the BIC and the e-mail address of the requestor. You can approve or reject this registration request. This chapter explains how to approve a registration request.

### Procedure

1. Click on the link provided in the e-mail in order to access the swift.com user administration tool.
2. If you are not yet logged on, enter your swift.com user name and password.
3. The following screen is displayed, showing the e-mail address of the requestor:

The screenshot displays the SWIFT.COM User Administration interface. At the top, there is a search bar and a navigation menu with options: About SWIFT, Solutions, Ordering, Support, Training, Events, and Contacts. Below the menu, the user 'W.Aerts' is logged in for 'SWHQBEBB'. The main content area shows a 'Ticket Information' section with the following details:

<b>Ticket Number</b>	d23f020028f401000000AE74000003.3
<b>Request Type</b>	Change User Attribute
<b>Status</b>	Pending for Participant
<b>Date Created</b>	03/05/2009
<b>Requested For</b>	sebastian.rojas@swift.com
<b>Locked By</b>	
<b>Workflow Name</b>	Change free services by user v3
<b>Participants</b>	<a href="#">View the participants for this ticket</a>

At the bottom of the ticket information, there are three buttons: 'Process this ticket', 'Lock this ticket', and 'Back'. The footer of the page includes 'SWIFT © 2009' and the SWIFT logo.

- Click **Process this ticket** to see the details of the request. The following screen is displayed

The screenshot shows the SWIFT.COM User Administration interface. At the top, there is a search bar and navigation tabs for 'About SWIFT', 'Solutions', 'Ordering', 'Support', 'Training', 'Events', and 'Contacts'. The user 'Willy.aerts@swift.com' is logged in as 'SWHQBEBB'. Below the navigation, there is a section for 'Fields are mandatory!' and a table for 'Provide Information and Approval'.

	Existing Value	New Value
Free services	Secure Channel	<input type="checkbox"/> Billing Information <input type="checkbox"/> Configuration Browser <input type="checkbox"/> Edit billing and shipping addresses <input type="checkbox"/> Ordering <input type="checkbox"/> Order Status <input checked="" type="checkbox"/> Secure Channel <input type="checkbox"/> SWIFTNet Services Directory <input type="checkbox"/> SWIFTDirectories data update <input checked="" type="checkbox"/> Configuration changes
Comment		<input type="text"/>

At the bottom of the table, there are buttons for 'Approve', 'Reject', and 'Cancel'. The SWIFT logo and copyright information are visible at the very bottom.

- Verify the identity and the profile of the user.
- The names of the applications requested by the user are shown under **New Value**. You can change the list of new values that you want to grant to this user, by selecting or clearing the check boxes.
- Optionally, enter text in the **Comment** box. This text will be included in the e-mail that will be sent to the user who made the registration request.
- Click **Approve** to approve the registration, or **Reject** to reject the registration completely.
- A confirmation e-mail is sent to the user who made the registration request.

**Note:**

The above procedure also applies for requests of access to certain documentation (such as Fixed Fee Reporting area).

## 5 How will the Fixed Fee Reporting area look like

In the below screen, the new Fixed Fee reporting area is presented. Notice that all reports since the beginning of the first contract will be available.

The screenshot shows the SWIFT website header with the logo and tagline "THE GLOBAL PROVIDER OF SECURE FINANCIAL MESSAGING SERVICES". A search bar and a "Login" button are visible. The navigation menu includes "About SWIFT", "Products & services", "Ordering", "Support", "Training", "Events", and "Contact us". Below the menu, the page title "Fixed Fee Reporting" is displayed. The main content area shows a tree view under "My Repository" with "Help" as a sub-tab. The tree view is titled "Fixed Fee Group Overview Reports" and contains the following structure:

- FFXXX0003- Current contract
  - 2010
    - Fixed Fee Group Overview Report XXXX 2010 8.xls
    - Fixed Fee Group Overview Report XXXX 2010 7.xls
    - Fixed Fee Group Overview Report XXXX 2010 6.xls
    - Fixed Fee Group Overview Report XXXX 2010 5.xls
    - Fixed Fee Group Overview Report XXXX 2010 4.xls
    - Fixed Fee Group Overview Report XXXX 2010 3.xls
    - Fixed Fee Group Overview Report XXXX 2010 2.xls
    - Fixed Fee Group Overview Report XXXX 2010 1.xls
  - + 2009
  - + 2008
- + FFXXX0002
- + FFXXX0001

## **6 When will the Fixed Fee Reports be available**

The monthly reports will be available by the 13<sup>th</sup> of each month. All users with access to the Fixed Fee Reporting area will receive an email notification of its availability as well as a direct link to the Fixed Fee Reporting area.

## **End of document**