KYC Registry onboarding guide

**2-eye or 4-eye setting:**

*The KYC Administrator can select either 2-eye or 4-eye internal workflow.

2-eye: Swift receives the draft from the Submitter directly.

4-eye: The Approver reviews and approves draft from the Submitter before submitting it to Swift.

Placing an e-order on Swift.com:

1) You must be authorized to use the ordering application (KYC Registry | Swift)
2) Assign 2 individuals as KYC administrators (user must create Swift.com user account before using KYC Registry).
3) Administrators can invite, manage users, assign user roles and configure group settings (e.g. 2/4 eye checks).

Access is granted for data contribution within **24 hours**.

Average time is dependent on the institution.

Three possible outcomes after Swift reviews:

1) No change is required: Publish KYC profile.
2) Minor change is required (Swift is authorized to amend): Swift amends before publishing the KYC profile.
3) Minor change is required (Swift is not authorized to amend) / Major change is required: Swift works with the Submitter to amend before resubmitting.

3-day average turnaround time by Swift KYC Operations:

1 day to qualify, 1 day to amend (if needed), 1 day to validate & publish.