

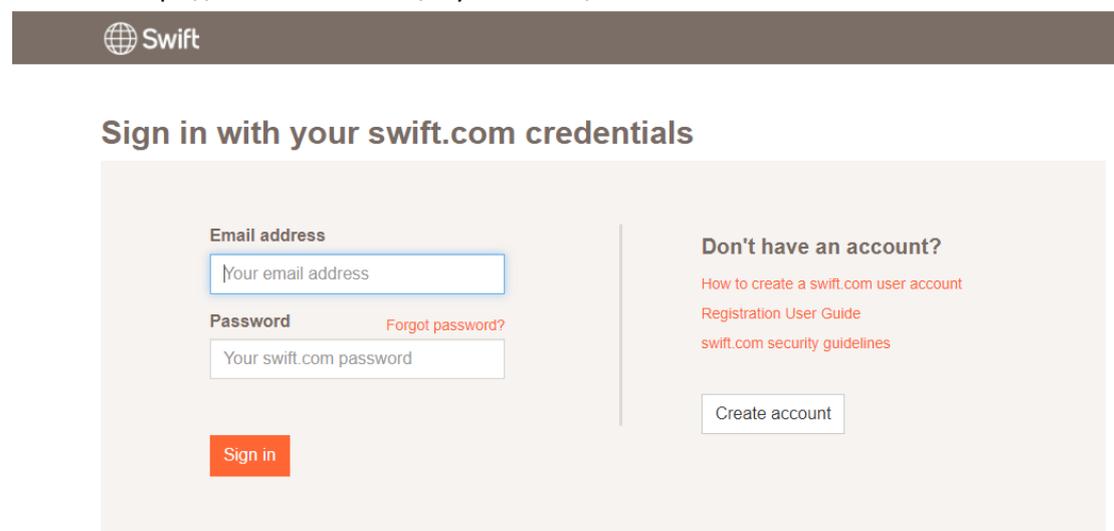
Procedure to access HKTR's Usage Guidelines in MyStandards

Objective

The objective of this procedure is to guide the TR member through the Swift registration process and certain user interface functions in MyStandards, which includes Swift account creation, download Usage Guidelines and validate messages for testing purposes.

Procedure to create user account for Swift MyStandards

1. Go to <https://www2.swift.com/mystandards/>



The screenshot shows the Swift MyStandards user interface. At the top, there is a dark grey header with the Swift logo (a globe icon) and the word "Swift". Below the header, the main heading reads "Sign in with your swift.com credentials". The page is divided into two columns. The left column contains a login form with two input fields: "Email address" (with a placeholder "Your email address") and "Password" (with a placeholder "Your swift.com password" and a "Forgot password?" link). Below these fields is a red "Sign in" button. The right column is titled "Don't have an account?" and contains three links: "How to create a swift.com user account", "Registration User Guide", and "swift.com security guidelines". At the bottom of this column is a white "Create account" button.

2. Click on the "Create account" button.

3. Fill in your details, including your name, email address and password.



USER REGISTRATION

Personal info

Title:

First name:

Last name:

Telephone:

Mobile number:

Set your name and password

E-mail:

Password:

Confirm Password:

Your password should adhere to the following rules:

- at least 12 characters length
- max of 256 characters length
- at least 1 uppercase letter
- at least 1 lowercase letter
- at least 1 non-alphabetic character such as: +-()!@

Your communications preferences

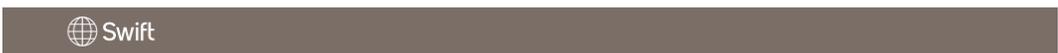
Want to receive important updates about SWIFT products, services and events tailored to your profile and interests?

Yes, please. I would like to receive information that is relevant to me.

No, thanks. I prefer to update my communication preferences later.

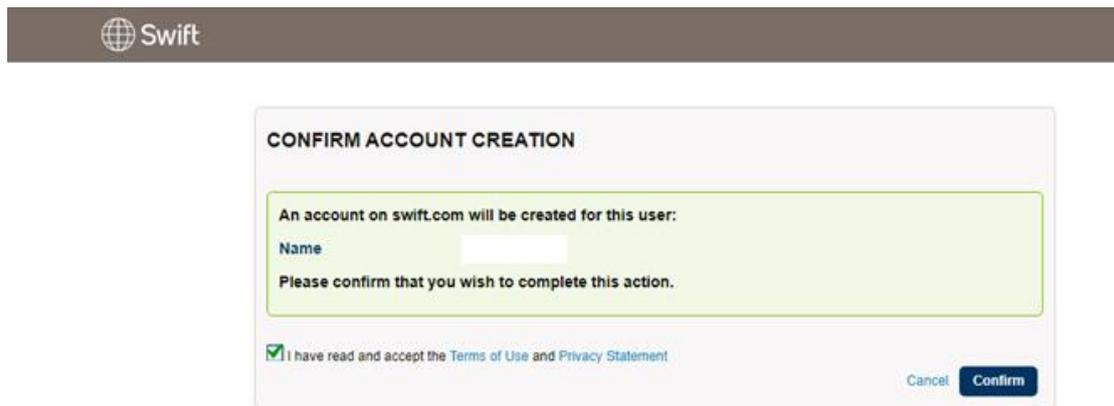
You can manage your interests and communication preferences at any time in the [Preference Centre](#). We treat your data in accordance with SWIFT's [Privacy Statement](#). Please also note that as a SWIFT customer, you may receive communication specifically related to the products and services that you have purchased and/or use. Remember, you can unsubscribe at any time.

4. Click on the “Submit” button. You will receive a confirmation email from Swift and click on the email confirmation link to confirm that your email address is valid.



 **Your request for swift.com account creation has been received.**
An e-mail will be sent to you. You must click the link in the e-mail and confirm that the e-mail address is valid. **IMPORTANT:** Your account request will proceed only after you confirm that the email address is valid.

5. Click on the “Confirm” button.



CONFIRM ACCOUNT CREATION

An account on swift.com will be created for this user:

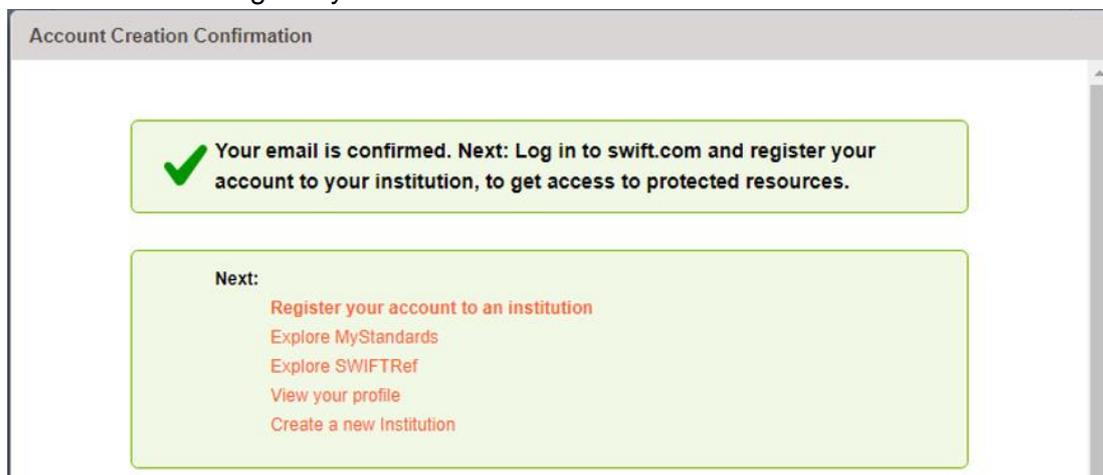
Name [redacted]

Please confirm that you wish to complete this action.

I have read and accept the [Terms of Use and Privacy Statement](#)

Cancel **Confirm**

6. Click on the “Register your account to an institution”.



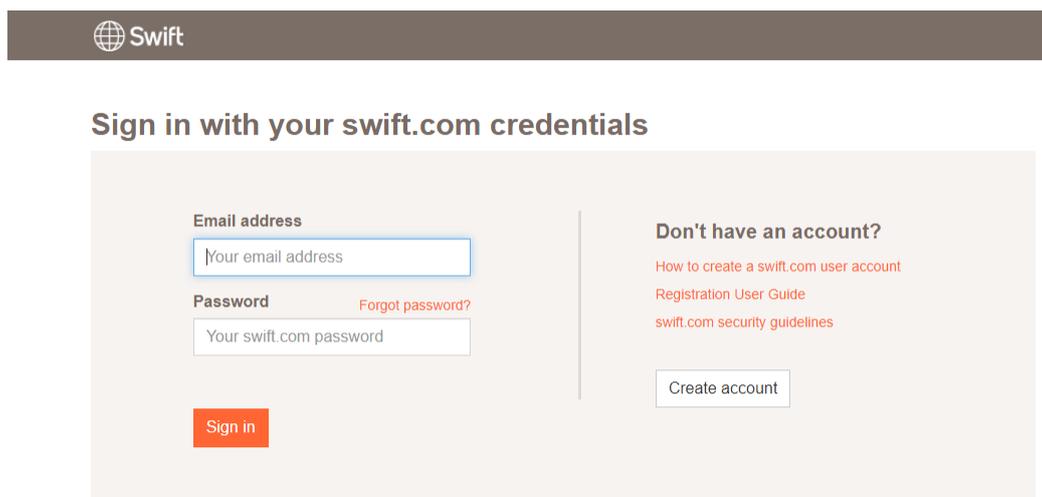
Account Creation Confirmation

✓ Your email is confirmed. Next: Log in to swift.com and register your account to your institution, to get access to protected resources.

Next:

- Register your account to an institution
- Explore MyStandards
- Explore SWIFTRef
- View your profile
- Create a new Institution

7. Go to <https://www2.swift.com/mystandards/> and login to swift.com



Swift

Sign in with your swift.com credentials

Email address

Password [Forgot password?](#)

Sign in

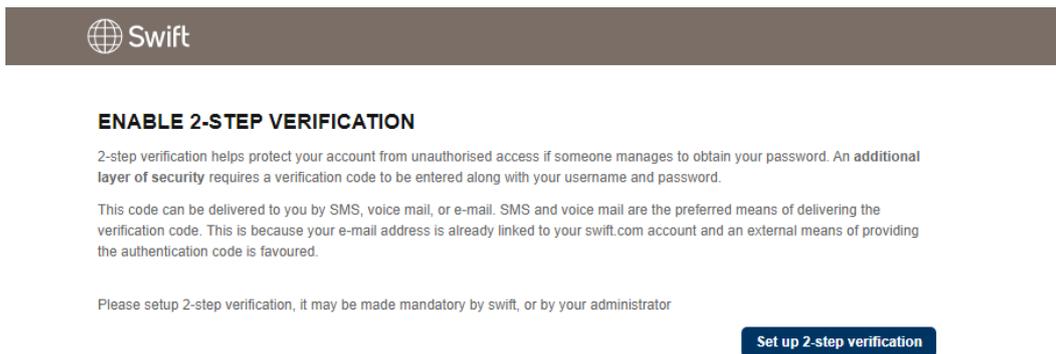
Don't have an account?

[How to create a swift.com user account](#)

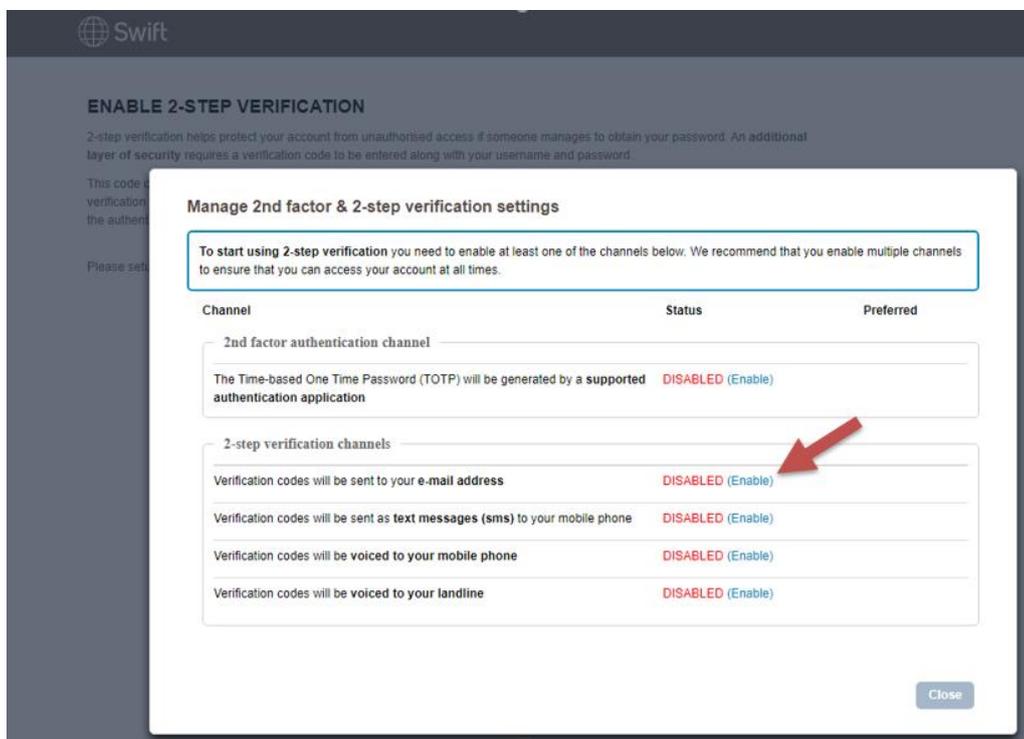
[Registration User Guide](#)

[swift.com security guidelines](#)

8. Click on the “Set up 2-step verification” button.



9. Click on the “(Enable)” to set up your 2-step verification channels.



For more details on setting up your 2-step verification channels, please refer to the videos on the following page:

https://www.swift.com/myswift/how-to-become-a-swift_com-user

How to become a swift.com user?

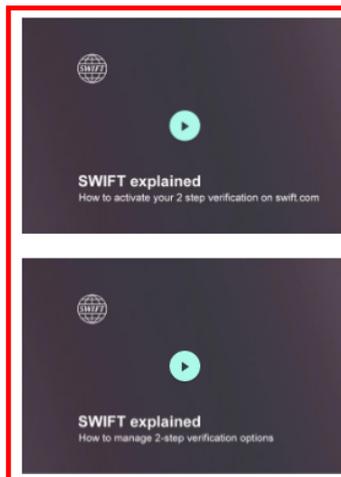
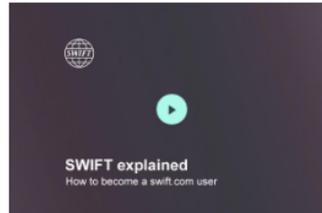
Discover how to become a swift.com user

How to become a swift.com user?

Please find the registration form [here](#). You can find detailed information and instructions about swift.com profiles in the swift.com [Registration User Guide](#). It covers the following topics:

- ✔ User profile definition
- ✔ Creation of an account on swift.com
- ✔ Authentication methods via password and one-time code
- ✔ Log in process to MySwift
- ✔ Registration of an account for an institution

For information and guidelines about security on swift.com, please consult the swift.com [security guide](#).



10. Once 2-step verification set up is completed, you may need to register for an Institution. If not, please click “Cancel” button and go to Step 11.

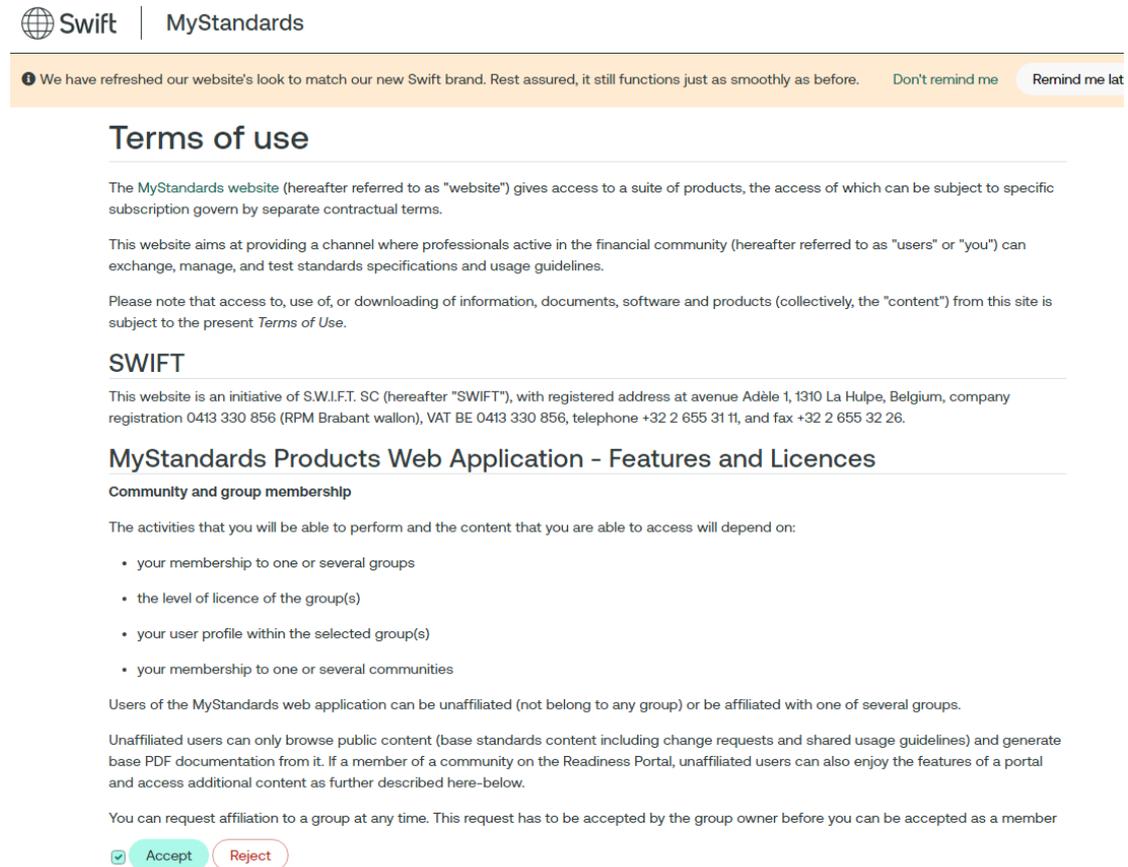
For details please refer to register your account for an institution as below link

https://www2.swift.com/knowledgecentre/publications/s_scom_reg_ug/7.0?topic=tsk_427975519.htm

A screenshot of a web application interface. At the top, there are tabs for "Profiles", "Personal Info", "mySWIFT", and "Online Help". Below the tabs is a header "Your Profile" with a "Help ?" icon. The main content area shows a "Register for an institution" dialog box. The dialog has a progress indicator with a blue circle containing "1" and a grey circle containing "2". The form includes a "Go" button next to an input field for "Enter a BIC or Customer Number". Below this, there are labels for "Customer number", "BIC", and "Institution name" with corresponding input fields. A "Your selected institution:" label is followed by a larger input field. At the bottom right of the dialog are "Cancel" and "Next" buttons.

11. Log out and login again <https://www2.swift.com/mystandards> to MyStandards.

12. Tick the checkbox and click on the “Accept” button.



 Swift | MyStandards

 We have refreshed our website's look to match our new Swift brand. Rest assured, it still functions just as smoothly as before. [Don't remind me](#) [Remind me later](#)

Terms of use

The MyStandards website (hereafter referred to as "website") gives access to a suite of products, the access of which can be subject to specific subscription govern by separate contractual terms.

This website aims at providing a channel where professionals active in the financial community (hereafter referred to as "users" or "you") can exchange, manage, and test standards specifications and usage guidelines.

Please note that access to, use of, or downloading of information, documents, software and products (collectively, the "content") from this site is subject to the present *Terms of Use*.

SWIFT

This website is an initiative of S.W.I.F.T. SC (hereafter "SWIFT"), with registered address at avenue Adèle 1, 1310 La Hulpe, Belgium, company registration 0413 330 856 (RPM Brabant wallon), VAT BE 0413 330 856, telephone +32 2 655 31 11, and fax +32 2 655 32 26.

MyStandards Products Web Application - Features and Licences

Community and group membership

The activities that you will be able to perform and the content that you are able to access will depend on:

- your membership to one or several groups
- the level of licence of the group(s)
- your user profile within the selected group(s)
- your membership to one or several communities

Users of the MyStandards web application can be unaffiliated (not belong to any group) or be affiliated with one of several groups.

Unaffiliated users can only browse public content (base standards content including change requests and shared usage guidelines) and generate base PDF documentation from it. If a member of a community on the Readiness Portal, unaffiliated users can also enjoy the features of a portal and access additional content as further described here-below.

You can request affiliation to a group at any time. This request has to be accepted by the group owner before you can be accepted as a member

[Accept](#) [Reject](#)

13. After login successfully, click “Search” > input “HKTR ISO 20022 Community” in the search bar > click  button

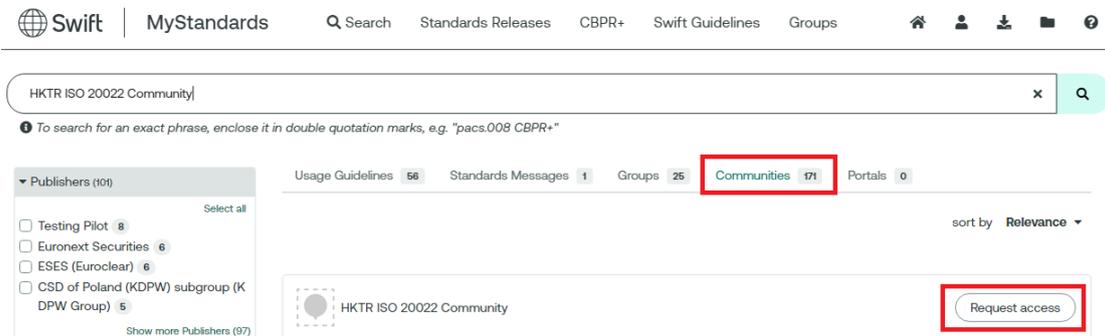


 Swift | MyStandards [Search](#) [Standards Releases](#) [CBPR+](#) [Swift Guidelines](#) [Groups](#) [Home](#) [User](#) [Download](#) [Folder](#) [Help](#)

HKTR ISO 20022 Community 

 To search for an exact phrase, enclose it in double quotation marks, e.g. "pac008 CBPR+"

14. Click “Communities” and click “Request access” button of the HKTR ISO 20022 Community.



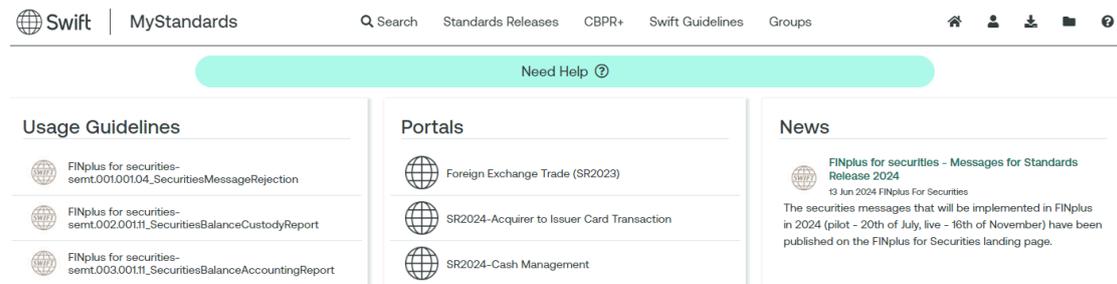
16. Once completed, the button will become “Member”



Procedure to accessing HKTR’s Usage Guidelines and AIDG documents from Swift

1. Sign in to <https://www2.swift.com/mystandards/#/>

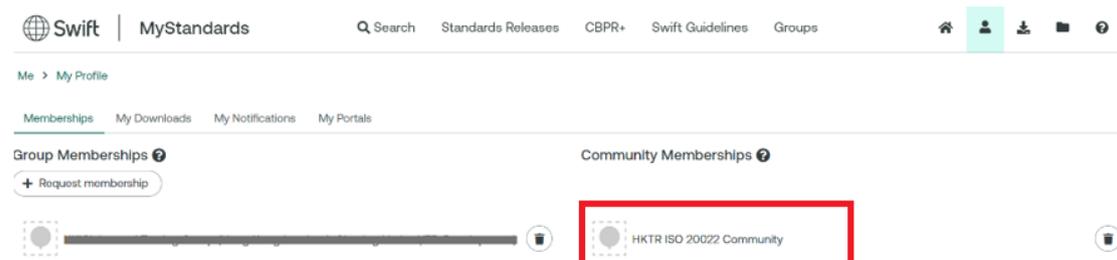
2. The home page of MyStandards is shown



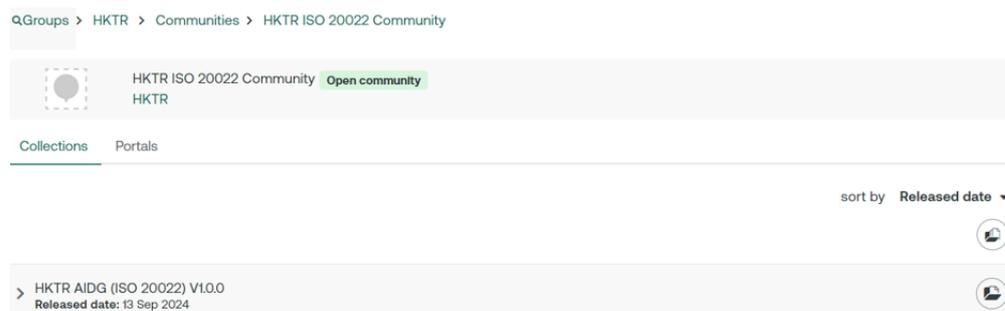
3. Click the icon  > My Profile



4. Under Community Memberships, click the HKTR ISO 2022 Community



5. The Collection shared to the community is shown:



6. Click the Collection > HKTR ISO 20022 V1, the usage guidelines and AIDG document can be exported and download.

QGroups > HKTR > Usage Guidelines > HKTR AIDG (ISO 20022) V1.0.0 (v1)

HKTR AIDG (ISO 20022) V1.0.0 Hide details

Documents

- Appendix B - List of Supported Data Elements & Related Validations (ISO 20022).xlsx
- Appendix C - Trade Data Model (ISO 20022).pdf
- TR AIDG (ISO 20022) v1.0.pdf

Description Hide details

Usage Guidelines

auth.030.001.04_HKMAUG_DATTAR_1.0.0
Restricted message: auth.030.001.04

auth.031.001.01_HKMAUG_1.0.0
Restricted message: auth.031.001.01

auth.108.001.02_HKMAUG_DATMDA_1.0.0
Restricted message: auth.108.001.02

head.001.001.04_HKMAUG_1.0.0
Restricted message: head.001.001.04

How to perform message validation

Participants can verify your develop message in the MyStandards Readiness Portal For details, please refer to the link below.

https://www2.swift.com/knowledgecentre/rest/v1/publications/mystds_read_ptl Ug/3.0/mystds_read_ptl Ug.pdf?logDownload=true

Support contacts

For further assistance, please reach out to the service provider.

<https://www.swift.com/contact-us/support>