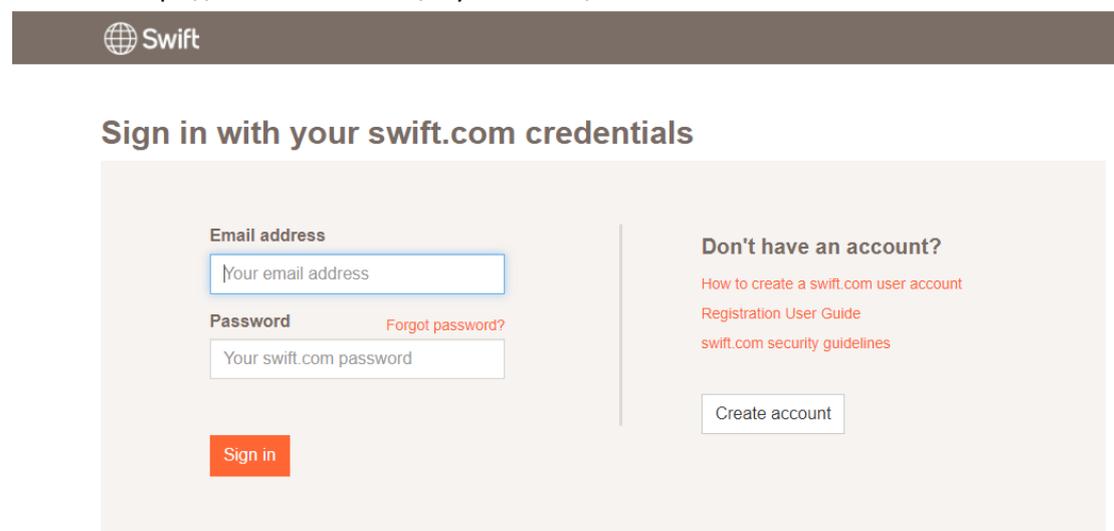# Procedure to access HKTR's Usage Guidelines in MyStandards

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/

2. Click on the "Create account" button.

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

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.

5. Click on the "Confirm" button.
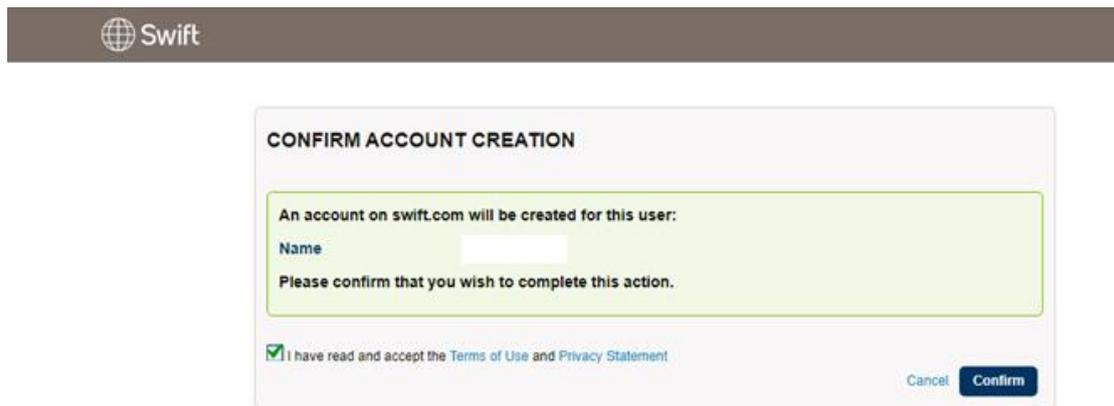
6. Click on the "Register your account to an institution".

7. Go to https://www2.swift.com/mystandards/ and login to swift.com
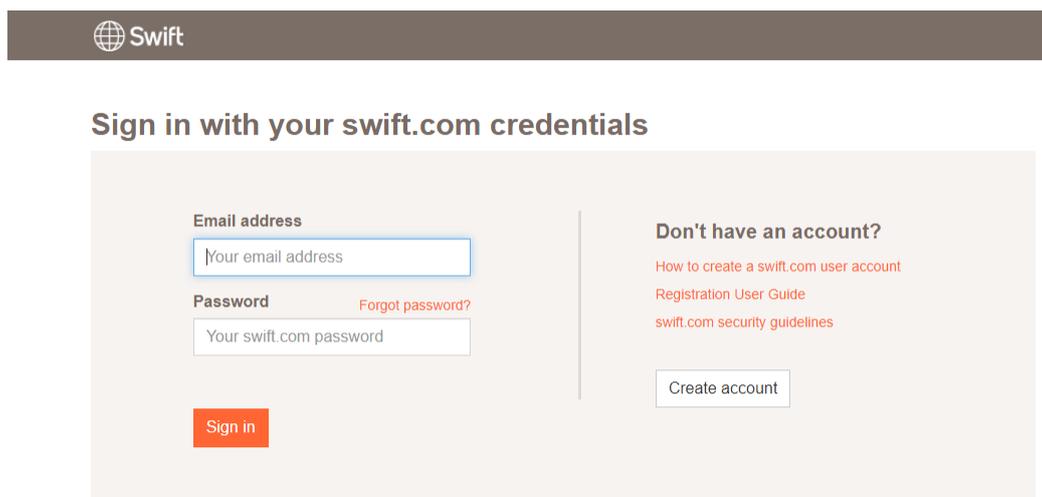
8. Click on the "Set up 2-step verification" button.
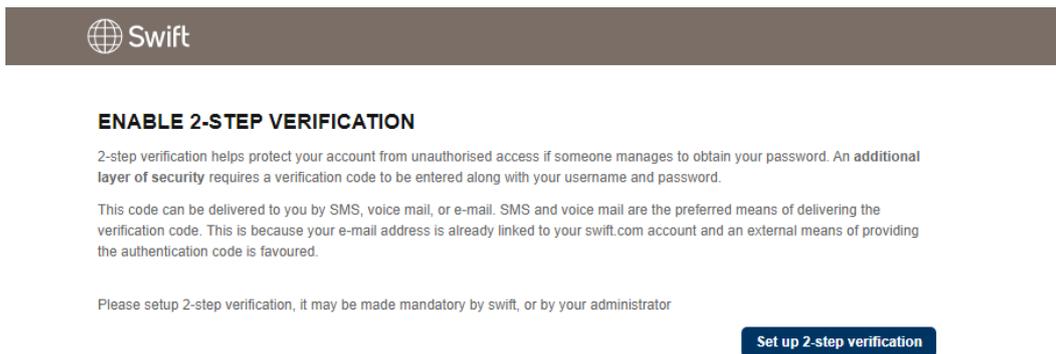
9. Click on the "(Enable)" to set up your 2-step verification channels.
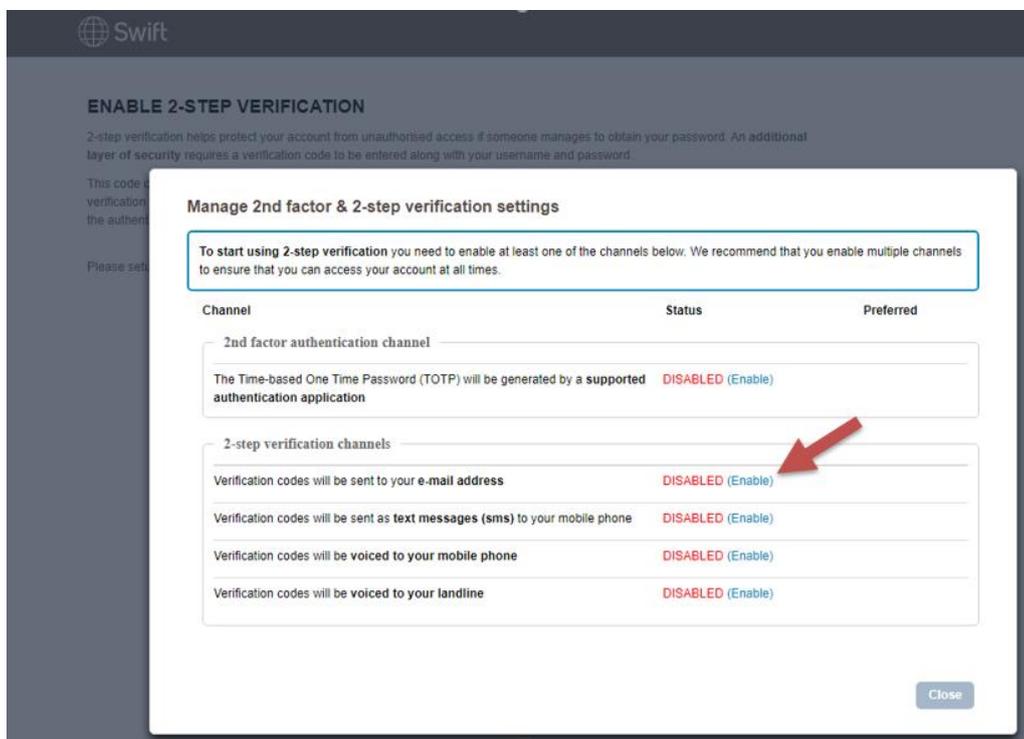
For more details on setting up your 2-step verification channels, please refer to the videos on the following page:

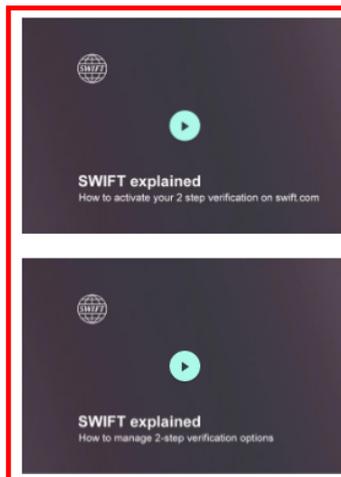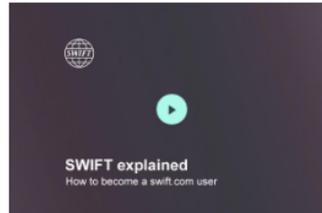https://www.swift.com/myswift/how-to-become-a-swift_com-user

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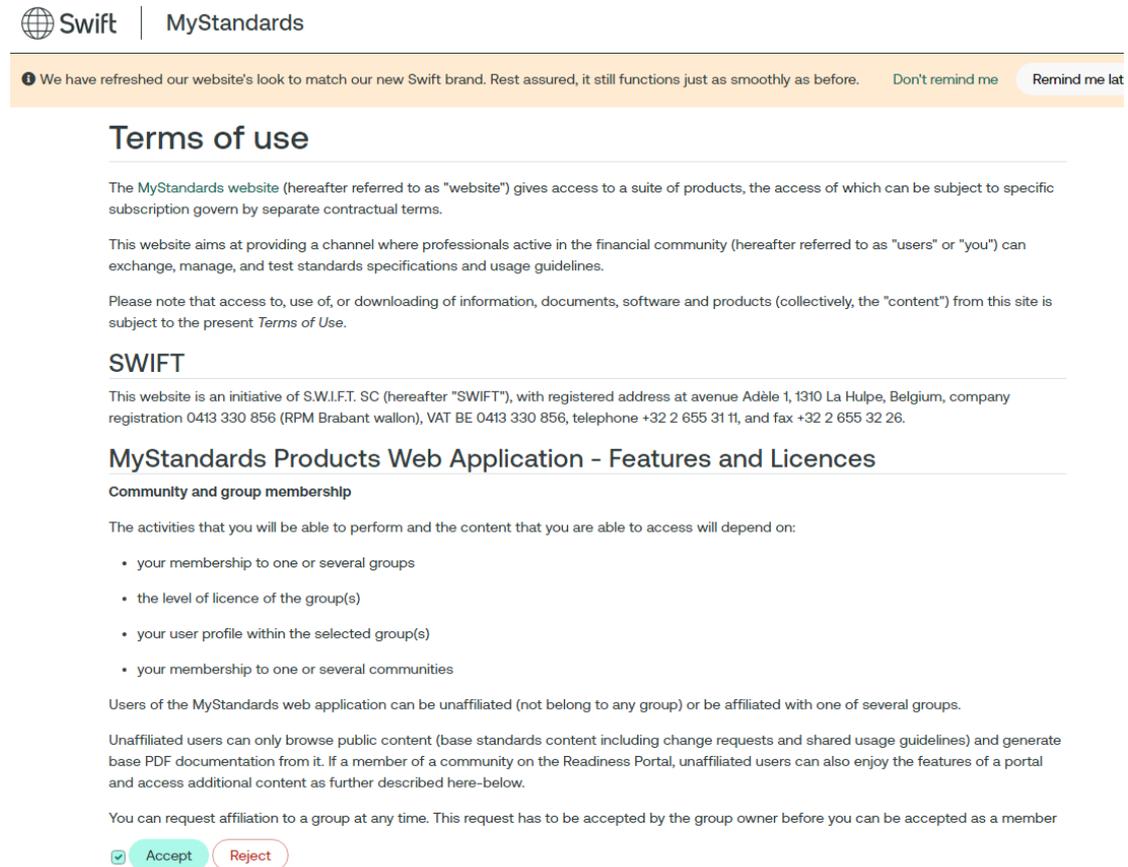
For details please refer to register your account for an institution as below link

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

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

12. Tick the checkbox and click on the "Accept" button.

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

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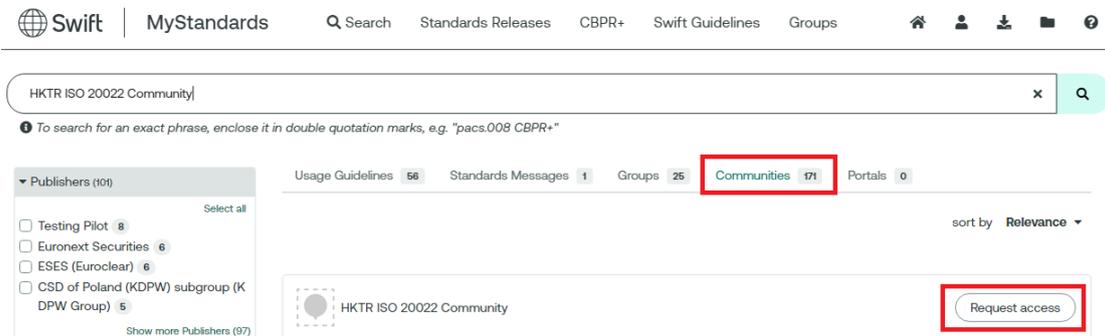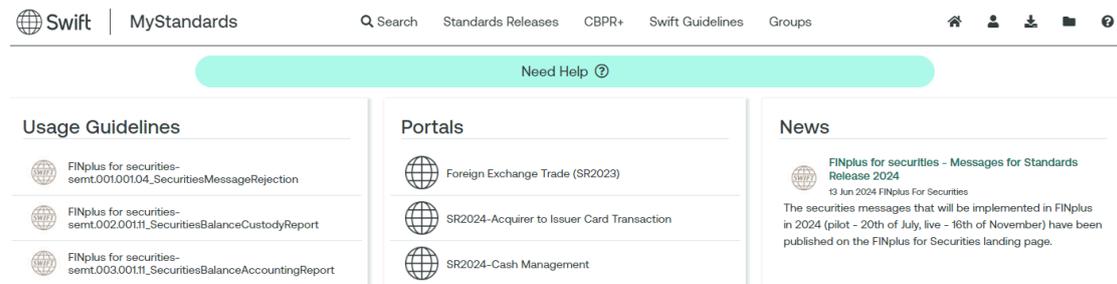

16. Once completed, the button will become "Member"

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

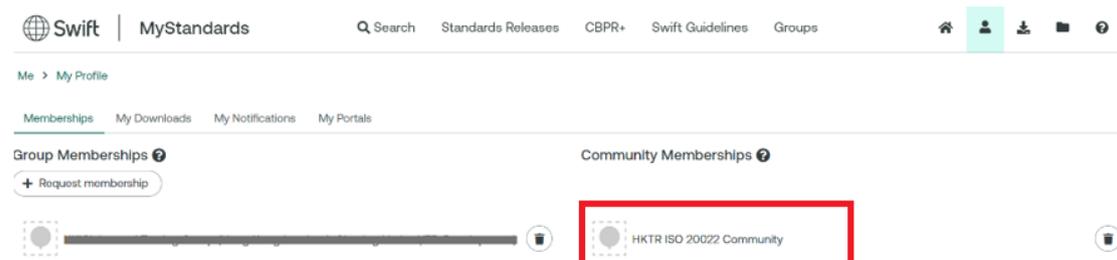1. Sign in to https://www2.swift.com/mystandards/#/

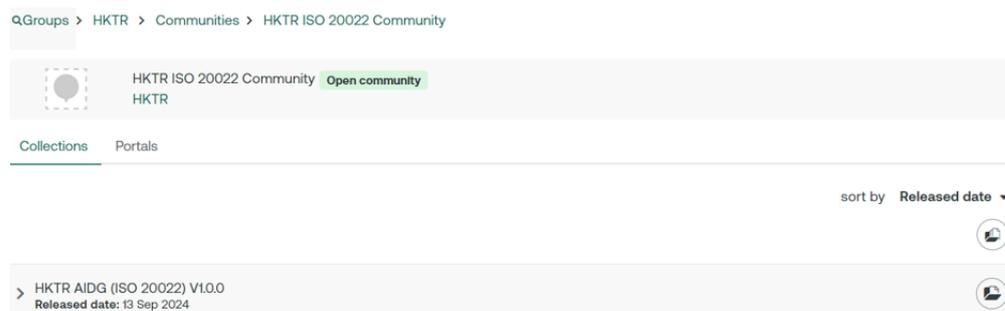2. The home page of MyStandards is shown

3. Click the icon [icon] > My Profile

4. Under Community Memberships, click the HKTR ISO 20022 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.

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