Fixed Fee Reporting Automation

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Confidentiality: Confidential

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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) 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:

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:

About SWIFT	Solutions	Ordering	Support	Training	Events	Contacts
Home						Customer log in
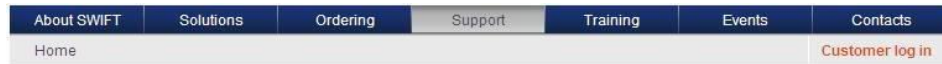
SWIFT.COM User registration request

Invalid input:

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

► Fields are mandatory !

User Information

First Name	? ►	test
Last Name	? ►	name
Telephone country code	? ►	32
Local telephone number	? ►	12345
Password	? ►	••••••••
Password strength	?	Weak
Confirm Password	? ►	••••••••
Password expiration time	? ►	Three months ▾
BIC/PIC Code	? ►	SWHQBEBB
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:

About SWIFT	Products & services	Ordering	Support	Training	Events	Contact us
Home						

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	lTest Bank
Free services	☐ Edit billing and shipping addresses
	☐ CONFIGBROWSER
	☐ Training Manager
	☐ SWIFT Leased line usage report
	☐ SWIFTDirectories data update
	☐ SWIFT Drop Box
	☐ SWIFT Casemanager
	☐ Configuration changes
	☐ SWIFTNet Services Directory
	☐ Billing Information
	☐ SWIFT Download Center
	☐ Ordering
	☐ 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.
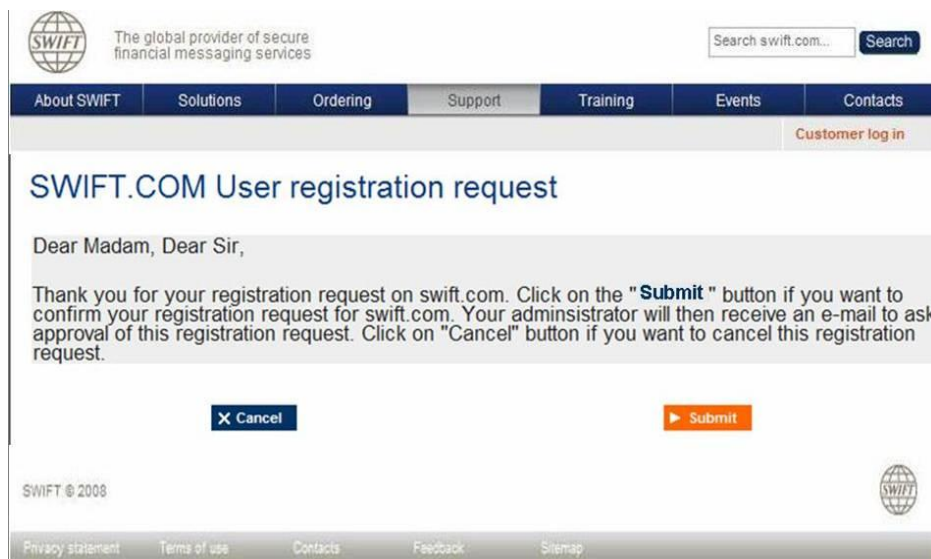
If you do not have access to the Internet on your PC, copy the URL that is included in the e-mail. With this URL, you can access the confirmation screen on a PC that is connected to the Internet.

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:
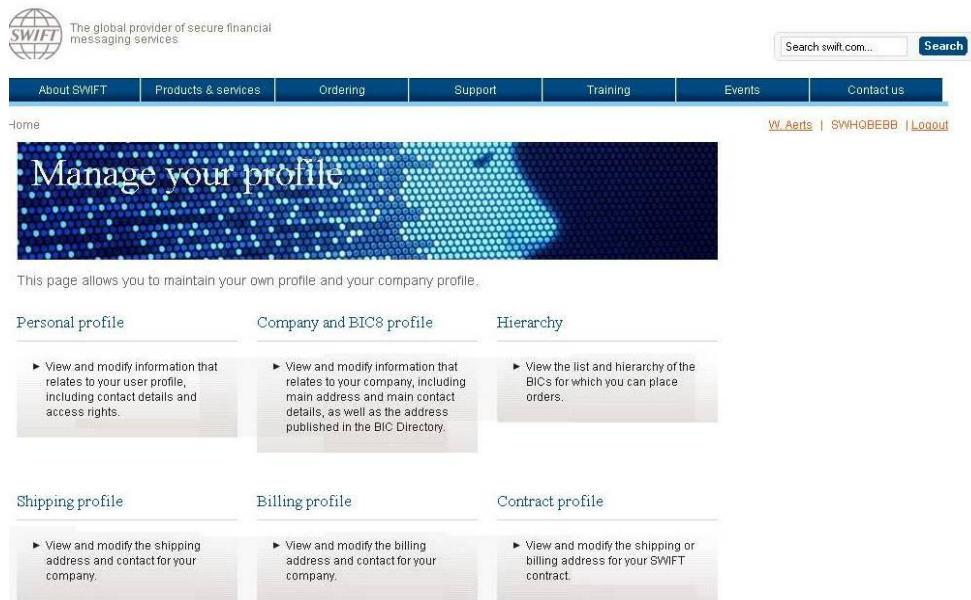
4. Press Personal profile

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

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:

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

5. Verify the identity and the profile of the user.
6. 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.
7. 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.
8. Click **Approve** to approve the registration, or **Reject** to reject the registration completely.
9. 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.

6   When will the Fixed Fee Reports be available

The monthly reports will be available by the 13th 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