

How to access the Shareholders secured sites on www.swift.com

SWIFT recommends each institution to appoint a 'Primary Business Contact' as main contact person within an institution for matters such as SWIFT membership, SWIFT contracts or SWIFT shareholding if applicable. Please note that only one person can register as 'Primary Business Contact' per institution. To get access to the Shareholders secured sites, one must also have access to the Shareholding and EAGM application.

Please find below a simplified registration procedure in 3 steps. You can find detailed instructions about how to register in the [swift.com registration and administration user guide](#) as well as useful FAQ which are available under [TIP2106959](#).

Step 1 - Get a www.swift.com log in

From the homepage of [www.swift.com](#), click on “mySWIFT” – “Access mySWIFT” - “Create account” or click on this [link](#) and fill in the form.

The screenshot shows the www.swift.com homepage. The top navigation bar includes the SWIFT logo, a 'Security notice' button, language options (日本語 | Languages | 中文), and 'Ordering & Support' with a search icon. Below the navigation bar, there are links for 'About Us', 'Your Needs', 'Our Solutions', 'Standards', 'News & Events', 'Join SWIFT', 'Contact Us', and 'mySWIFT'. The 'mySWIFT' link is highlighted with a red box. Below the navigation bar, the main content area features the heading 'Ordering & Support' and a sub-heading 'mySWIFT is your one-stop shop to help you manage your SWIFT products and services, keep track of your orders and invoices, and access online support.' An 'Access mySWIFT' button is highlighted with a red box. Below this, there are links for 'Order Products and Services >' and 'Billing information >'. At the bottom of the page, there is a dark blue footer with the SWIFT logo.

Sign in with your swift.com credentials

Setup a Login-seal to protect yourself against phishing attacks

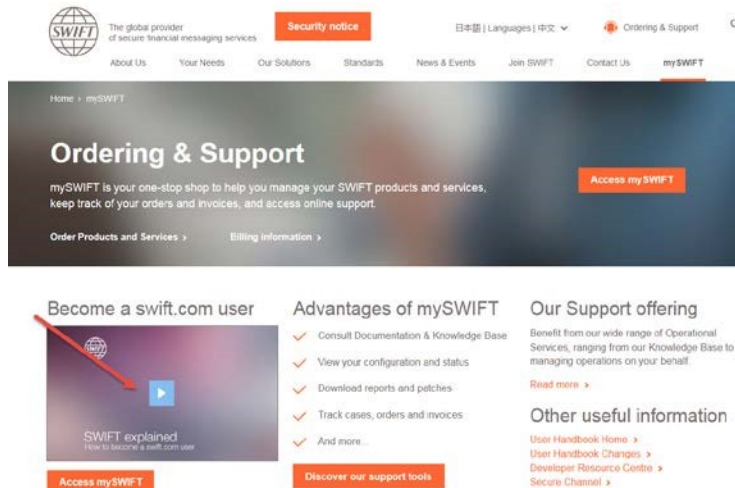
The screenshot shows the swift.com login page. On the left, there is a 'Sign in' form with fields for 'Email address' and 'Password'. Below the 'Password' field is a 'Forgot password?' link. At the bottom left of the form is a 'Sign in' button. On the right, there is a 'Don't have an account?' section with links for 'How do I become a swift.com user' video, 'Registration User Guide', and 'swift.com security guidelines'. A 'Create account' button is highlighted with a red box.

If you register on [www.swift.com](#) for a specific role or if you want to get access to a specific application such as “Shareholding and EAGM”, please mention it in the free text field “Business justification”. This will allow your Administrator to grant you the required role/access if appropriate.

The form will then be submitted automatically to the swift.com administrator for approval. The swift.com administrator is the person within your institution who is responsible for granting access to swift.com.

You will be notified by email as soon as activated.

You can also watch the video “Become a swift.com user” [here](#) in case of questions on the two-step verification settings.



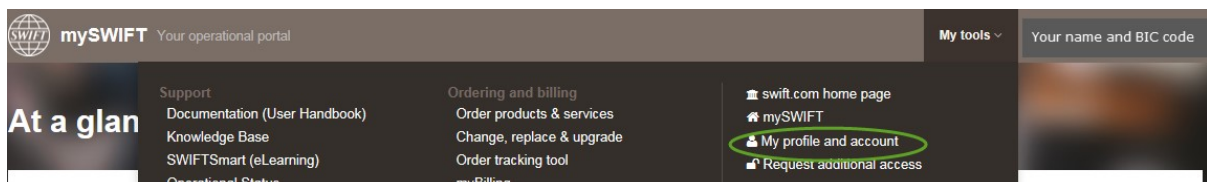
Step 2 – How to update your profile to get the role “Primary Business Contact”

Once you are a swift.com user and you have been notified by mail that your account has been activated, please request your swift.com administrator to grant you the role “Primary Business Contact” and to grant you access to the application “Shareholding and e-AGM”.

How to know who the swift.com administrator within your institution is

The administrator is the person within your institution who can grant you access to a specific application or who can give you a specific role. You can contact him by email.

To know who this person within your institution is, please go to “My tools” in your “MySWIFT” profile.





Customer number BIC Institution name Support registration #

107376 SWHQBEBB S.W.I.F.T. HEADQUARTERS [Request another profile](#)

- Applications
- Request Accesses
- Contact roles
- Registration Info**

About

BIC: SWHQBEBB

Institution name: S.W.I.F.T. HEADQUARTERS

Customer number: 107376

Support number:

Employee number:

Registration info:

Registration date: 04/03/2009

Profile valid until: 22/03/2015 [>Prolong registration](#)

Last successful login: 08/04/2014 15:04:46 GMT

Administrators

Administrator's name	Email address
Administrator 1 name	✉ Administrator1email@institution.com
Administrator 2 name	✉ Administrator2email@institution.com

Step 3 – How to have the access to “Shareholder info and EAGM”?

If you do not yet have a swift.com account, please follow process under Step 1.

Once your administrator has approved your request, log in on swift.com, click on your name as explained above and select “Request Accesses” and click on “Edit”



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i This list shows all available SWIFT applications. To request or revoke accesses, click Edit

Support applications		
Access to support via Case Manager, phone or e-mail	Access to support description	✓
Configuration Browser	Configuration Browser description	✓
Download Center	Download Center description	✓
Knowledge Base	Knowledge base description	✓



Scroll down and tick the box next to “Shareholder info and EAGM”

Board / eAGM			
Board resilience site	Board resilience site description		
Board site	Board site description		
SWIFT Chairpersons site	SWIFT Chairpersons site description		
SWIFT EG site	SWIFT EG site description		
Shareholder info and EAGM	Shareholder info and EAGM description		
TPC Board site	TPC Board site description		

SWIFT internal applications

Once your request has been accepted by your administrator, it will be available from your applications menu directly

MANAGE YOUR PROFILE

You are currently logged in as [valerie.annoye@swift.com](#) for (SWHQBE) S.W.I.F.T. HEADQUARTERS

Profiles | Personal Info | Search users | My Portal | User Guide

Your Profile Help ?

Customer number: 107376 | BIC: SWHQBE | Institution name: S.W.I.F.T. HEADQUARTERS | Support registration #

[Request another profile](#)

Applications | Request Accesses | Contact roles | Registration Info

Support applications

Access to support via Case Manager, phone or e-mail Access to support description Go to app	Configuration Browser Configuration Browser description Go to app
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For any additional questions, please contact the SWIFT Support Centre.