

- How do you demonstrate to prospective employers that you are a true Swift Expert?
- How do you really know the Swift knowledge of candidates?
- Want to get ahead in your career?

Topic	Swift Certified Expert - RMA Portal Administrator
<b>Aim</b>	Individuals who successfully pass this certification fully understand the RMA processes and can confidently use the RMA Portal to create, maintain and remove relationships. They will also be able to configure and maintain the optional local RMA filtering. Additionally, they will understand the technical and PKI configurations required to access and perform operations on the RMA Portal WebAccess service.
<b>Content</b>	<p>Principles of RMA</p> <hr/> <p>Local RMA Management</p> <hr/> <p>RMA Portal GUI</p> <hr/> <p>Communications</p> <hr/> <p>Authorization to Receive Traffic</p> <hr/> <p>Accessing the RMA Portal</p> <hr/> <p>Authorization to Send Traffic</p>
<b>Target Audience</b>	RMA Administrators and Operators
<b>Recommended Study</b> Swift Smart Curricula's:	Security and Audit - Relationship Management Portal – Professional
<b>Experience</b>	At least 6 months recent experience of using the RMA service
<b>Exam Method</b>	<p>A variety of multiple-choice questions and situational scenarios</p> <hr/> <p>Proctored exam – onsite or remote as part of tailored training event</p>
<b>Fee</b>	<p>Certification fee</p> <p>+</p> <p>Proctoring fee</p>
<b>Validity</b>	Two years

As Swift certification is based on transparency, exam criteria is detailed below to help ensure you are fully prepared.

Exam questions may additionally test your ability to apply knowledge and theory to relevant situational scenarios.

**In order to successfully pass the exam, you need to be able to:**

## Principles of RMA

Recall the recommended timescale to respond to RMA requests

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Recall where the RMA service filters messages

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Identify the types of messages that require RMA

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Recall the purpose of RMA

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Identify the types of FIN messages that are filtered by RMA

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Recall the function of a business profile

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List the filtering steps for messages sent to and received from Swift

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Explain the function and process of the network feature called the Consistency Check

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List the steps to open and to close a business relationship with a counterparty on the RMA Portal

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Name the three types of information required to create a business relationship with a counterparty on the RMA Portal

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Understand the possible scenarios when a bootstrap is performed either on the Swift network or locally on the messaging interface

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List the eight best practices when managing RMA in the RMA Portal

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Name the typical tasks performed by an Operator on the RMA Portal

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List the four possible outcomes of financial companies not completing appropriate due diligence

## Local RMA Management

List the steps to configure optional local filtering on a messaging interface after activating your BIC on the RMA Portal

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Recall the purpose of creating bootstrapped authorizations on a local messaging interface

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Recall how the initial authorizations were created in the RMA Portal during its launch

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Identify the three ways that you can receive an RMA distribution file from the RMA Portal

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Recall the type of RMA user that can perform searches on authorizations and make batch updates to authorizations in the RMA Portal

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List the names of the operational actions that can be performed for Local RMA Management in your local messaging interface, for example Alliance Access

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Explain the function and characteristics of Local RMA Management

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## RMA Portal GUI

Recall how to receive an RMA report file from the RMA Portal

Recall the purpose of the To-do menu in the RMA portal

Recall the purpose of the Bulk Management menu in the RMA portal

Recall the purpose of the Reports menu in the RMA portal

Recall the purpose of the Event Log menu in the RMA portal

Recall the purpose of the 'Communications' feature

Recall the two options to trigger an export of an RMA distribution file

## Communications

Recall the definition of a 'Communication'

Recall where to locate incoming communications in the RMA Portal

Recall the menu, tabs and buttons used to send a communication in the RMA Portal

Recall the function of the RMA communication feature on the RMA Portal

Name the locations to add and reply to communications on the RMA Portal

List the two methods to reply to a communication on the RMA Portal

## Authorization to Receive Traffic

Recall the impact of revoking an Authorization to Receive Traffic

Recall which party can revoke an Authorization to Receive Traffic

Explain the purpose of an Authorization to Receive Traffic

Recall which party can change the validity period of an Authorization to Receive Traffic

Recall the status of authorizations required on the RMA Portal to exchange authenticated traffic

Recall the impact of an activated authorization showing no start or end date

List the three approaches to granting an Authorization to Receive Traffic in the RMA Portal

Recall the result of revoking an Authorization to Receive Traffic in 2-eyes in the RMA Portal

List the three actions related to the creation of an Authorization to Receive Traffic in 4-eyes

List the three actions related to the modification of an Authorization to Receive Traffic in 4-eyes

List the three actions related to the closure process of an Authorization to Receive Traffic in 4-eyes

List the steps performed on the RMA Portal by the initiator and the recipient in 4-eyes to configure a business relationship

Recall the six possible statuses of an Authorization to Receive Traffic and explain the impact of each

Recall the two general statuses of an authorization and explain the impact of each

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Recall the process to implement RMA in Test and Training on the RMA Portal for FIN and FINplus services with the same correspondent institution

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Recall when RMA is mandatory for FIN and FINplus services

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Recall the type of BICs used with Test and Training RMA for FIN and for FINplus services in the RMA Portal

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List four reasons why an institution would revoke an existing authorization

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List the four elements required to create an Authorization to Receive Traffic on the RMA Portal

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List the four possible operational actions for an Authorization to Receive Traffic

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List the five possible operational actions for an Authorization to Send Traffic

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Recall the two elements to be completed when preparing a communication to a correspondent, with whom you have no business relationship

## Accessing the RMA Portal

List three elements required to connect to the RMA Portal

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Recall the service names for the Live and Test RMA Portals

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List the two technical user RBAC roles

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List the four business user RBAC roles

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List the seven user RBAC roles and recall the purpose of each one

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Recall the purpose of the Store-and-Forward RMA Queue RBAC role

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Explain the Supervisor option and the Peer option configurations for operators in 4-eyes on the RMA Portal

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List the four elements required to use a WebAccess service like the RMA Portal

## Authorization to Send Traffic

Recall the impact of activating an Authorization to Send Traffic

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List the two available options to respond to an Authorization to Send Traffic in 2-eyes on the RMA Portal

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Recall the two methods to create, modify and close single and multiple authorizations on the RMA Portal

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List two reasons for refusing an RMA authorization request

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Recall the three actions that can be performed on a new Authorization to Send Traffic in 2-eyes on the RMA Portal

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List two reasons why a party could close an existing relationship

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Recall at least two actions that you should take on the RMA Portal, when an Authorization to Send Traffic is refused

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Recall the steps to take if you receive an Authorization to Send Traffic from a counterparty that contains several business profiles that you have not agreed to

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Recall the steps to take to change a partially activated Authorization to Send Traffic, based on your business needs

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List the steps for each operator to activate an Authorization to Send Traffic in 4-eyes on the RMA Portal

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Recall the four situations in which the general status of an authorization is 'Authorized'

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