

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

The 'Primary Business Contact' is the main contact person in your institution for matters related to SWIFT such as shareholding in SWIFT, SWIFT membership or SWIFT contracts. The 'Primary Business Contact' has per default access to the AGM Tool (secured site). Please note that only one person can register as 'Primary Business Contact'.

Any other person within your institution can however request access to the AGM secured site by updating his/her profile (or request access to swift.com if new contact) and selecting 'shareholder info and e-AGM' (see below process).

Please find below a simplified registration procedure. 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

(If you have already a swift.com account please move to Step 2 below)

From the homepage of www.swift.com, please select "Register now" under "Customer Login" and fill in the form.

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.



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

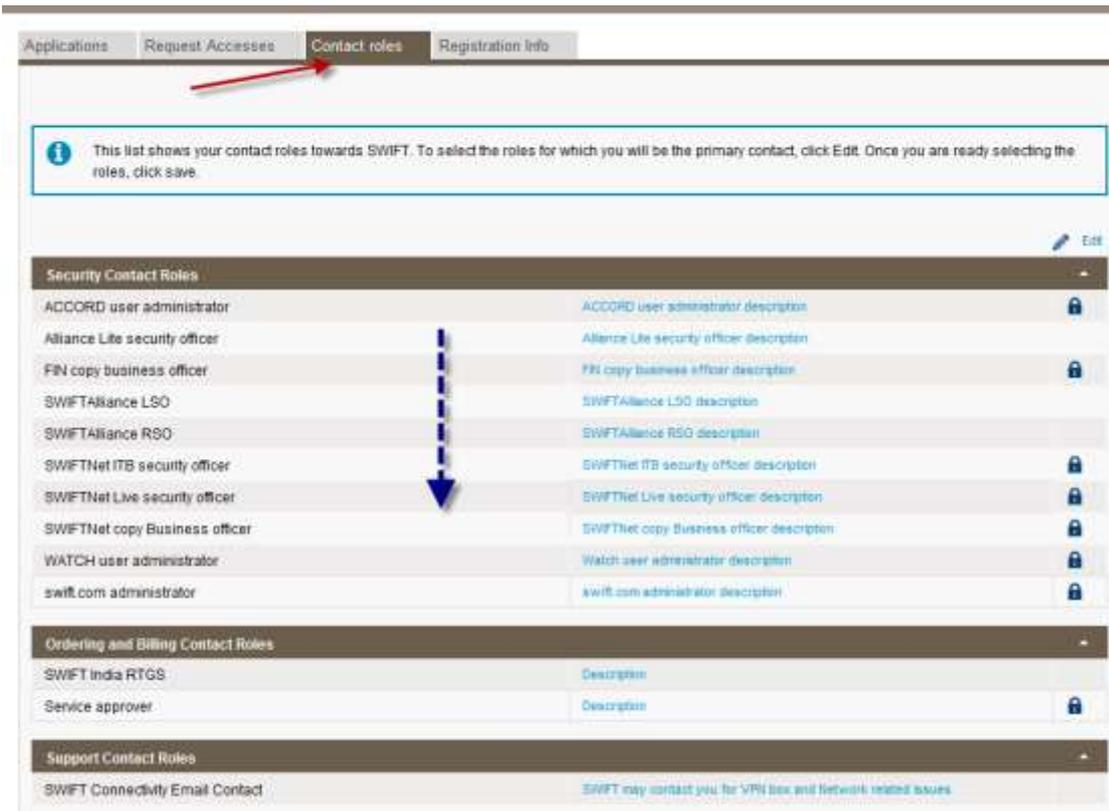
If you are a new swift.com user and you have been notified by mail that your account has been activated, please log-in on swift.com and select “Your Profile”



Click on your name



Click on “Contact roles” to check if you are the primary business contact



Scroll down on the page until you find “Primary Business Contact”



If there is a lock next to it, it means that you are not the Primary Business Contact please contact your administrator.

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 “Registration Info” in your profile.

Your Profile

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

Request another profile

Applications Request Accesses Contact roles **Registration info**

About

BIC: SWHQEBB
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

If the field is empty, please contact Support for assistance.

Step 3 – How to have the access to “Shareholder info and EAGM” if you are not the ‘Primary Business Contact’

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”

Profiles Personal info Search users My Portal User Guide

 **Your Profile** ? Help 7

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

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	✓

 Edit

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 (SWHQBEBB) S.W.I.F.T. HEADQUARTERS

Profiles Personal info Search users My Portal User Guide

 **Your Profile** ? Help 7

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

Support applications

Access to support via Case Manager, phone or e-mail	Configuration Browser
Access to support description	Configuration Browser description
Go to app	Go to app

For any additional questions, please contact the SWIFT Support Centre.