

SWIFT

MyStandards guide

Bankline (Desktop)

Registration and ISO document review



Royal Bank
of Scotland

TOMORROW BEGINS TODAY



Step 1: Register for SWIFT MyStandards as a first time user

1. Go to Home Page <https://www.swift.com/> and click **MySwift**



2. Select **Log in to MySwift**



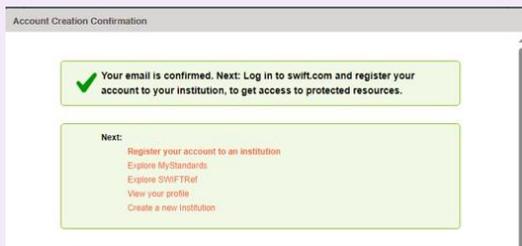
3. Click on **Create Account** and follow steps to register

A screenshot of the Swift account creation registration form. The 'Create account' button is circled in red. The form is divided into sections: 'Sign in with your swift.com credentials', 'Personal Info', and 'Set your name and password'. A tip box on the left states: 'Tip: Fill in Mobile field if you want to use SMS for One Time Password (OTP)'. The 'Mobile number' field is also circled in red.

4. Once completed, you'll be sent an email to verify your account. Follow link in email to confirm. N.B. the look and feel of these steps may be updated over time but the process should remain the same.

A screenshot of the Swift account creation confirmation email. It shows a green checkmark and the text: 'Your request for swift.com account creation has been received. An e-mail will be sent to you. You must click the link in the e-mail and confirm that the e-mail address is valid.' A 'CONFIRM ACCOUNT CREATION' box contains the user's name 'Natalie West' and a 'Confirm' button circled in red.

5. Once verified, you will see this message. Next step is to Log back in to set-up 2-factor authentication. **Tip:** You won't need to 'Register your account to an institution' to access our Bankline information.

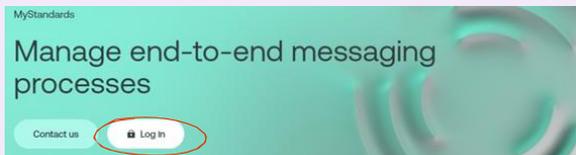


6. **Set up 2-factor authentication** to complete registration. Choose best option.
Tip: SMS is faster than email verification.

A screenshot of the 'ENABLE 2-STEP VERIFICATION' setup screen. It includes a 'Set up 2-step verification' button and a table for configuring authentication channels. The table has columns for the channel name and its status (ENABLED or DISABLED) with an 'Enable/Disable' link. The channels listed are: '2nd factor authentication channel' (ENABLED), 'Time-based One Time Password (TOTP)' (ENABLED), '2-step verification channels' (DISABLED), 'Verification codes will be sent to your e-mail address' (DISABLED), 'Verification codes will be sent as text messages (sms) to your mobile phone' (ENABLED), 'Verification codes will be voiced to your mobile phone' (DISABLED), and 'Verification codes will be voiced to your landline' (DISABLED).

Step 2: Reviewing ISO 20022 format guides & sample files on SWIFT MyStandards

1. Open [MyStandards](#) link in your browser and click 'Log in to MyStandards' (not MySwift).

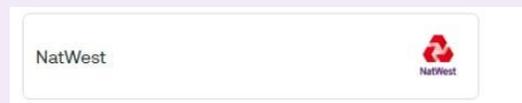


Tip: Bookmark page for future use.

2. Click on **Groups** (top right).



3. Search for and then click **NatWest**.



4. Select **Request access** to 'Bankline Online Community'. Access will be provided immediately. If you refresh the page you'll see 'Usage Guidelines' appear on left-hand side. You'll also see them automatically the next time you log in.

Open Communities

Bankline Online Community
A community dedicated to the uploading of ISO20022 files to the Bankline Desktop service. Contain...

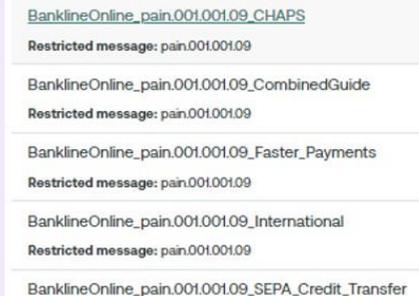
Request access

5. Select title to open the collection of payment guides.

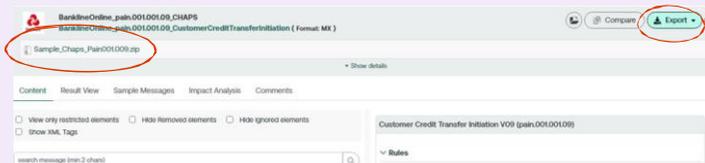
Usage Guidelines

[BanklineOnline_pain.001.001.09_CustomerCreditTransferInitiation](#)

6. Click on required Usage Guideline.



7. Explore format using options below and download sample message.
If required there's an **export** to PDF option available (compact view). This will help you or your software provider build a working file ready for testing.



Further Help and Support:

If you have any queries about MyStandards please refer to the help tools available once logged in.

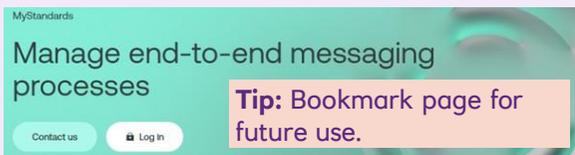
To learn more about ISO 20022 changes affecting Bankline visit our [Bankline ISO FAQs Page](#).

Next step:

In STEP 3, we'll introduce you to the 'Bankline Online testing portal' where you can check your files in real time and receive feedback to address errors.

Step 3: Testing your ISO 20022 format files on SWIFT MyStandards

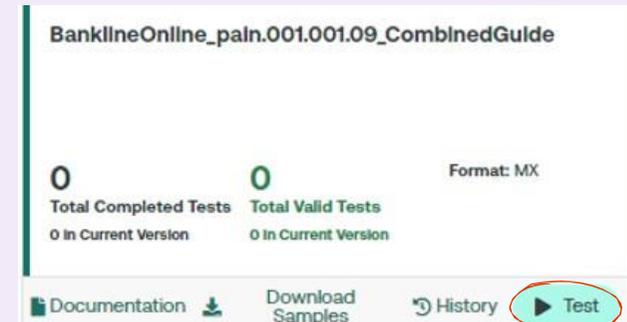
1. When you have a file ready to test, open [MyStandards](#) link in your browser and 'Log in to MyStandards' (not MySwift).



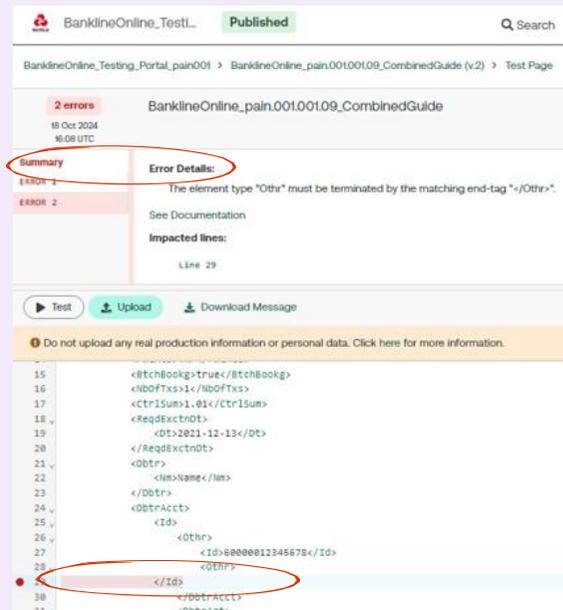
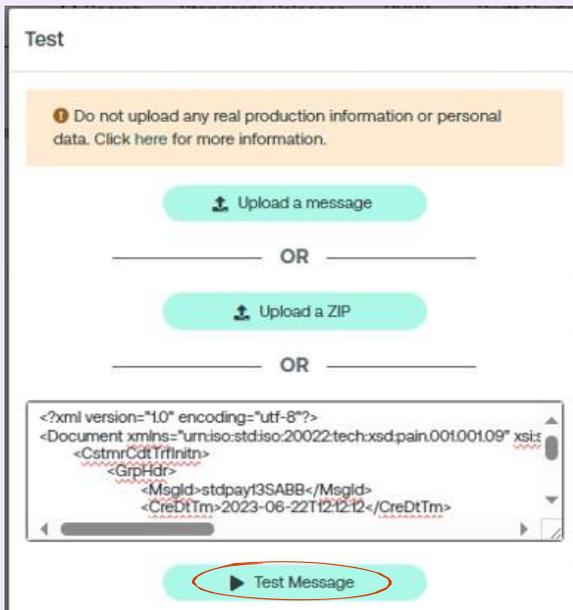
2. From your landing page, access the guides and testing portal. Then, select the 'Bankline Online Testing Portal'



3. Selecting the 'test' button on 'Combined Guide' will allow you to test any supported Bankline payment type.



4. You have option to upload a message, zipped file or paste message directly into dialogue box (shown below). Input the file, then select 'test message'.



5. The file will be tested with results shown on next page.

From here, errors can be explored using the side bar, with specifics given on the right.

The bottom panel will highlight the area of the message that needs amending. Changes can be made using this pane then the message can be tested again to see the impact of the changes.

You can also Download the message you've tested as an XML file.

Please Note: This is an initial file validation test. Full payment validation will be undertaken when the file is imported to a live Bankline customer profile.